NEWFOUNDLAND

POST OFFICE CIRCULAR

1940

NATIONAL POSTAL MUSEUM • MUSEE NATIONAL DES POSTES

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1940

POST OFFICE CIRCULAR.

Issued by Secretary to the Department of Posts and Telegraphs, St. John's, Newfoundland.

(Index of Post Office Circular, 1940, Pages 669-876)

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POST OFFICE CIRCULAR.

THURSDAY, 4th JANUARY, 1940

Issued by the Secretary to the Department of Posts and Telegraphs, St. John's, Newfoundland.

INDEX FOR POST OFFICE CIRCULAR

An Index for pages 449-668 of the Post Office Circular is now in the course of preparation and it is hoped to have it ready for distribution early in February. One copy will be sent each office accompanied by a binder. On receipt of the Index the Circulars to which it refers should be bound together and kept in a convenient place for easy reference. If at any office any copies of the Circular are missing the Postmaster should write the Staff Clerk for fresh copies.

APPOINTMENTS

Burgoynes Cove ..... Mrs. L. Pitcher to be Postmistress and Telephone Attendant as from the 1st January, 1940.

Caplin Cove, B.D.V. ..... Mr. Walter G. Cull to be Postmaster and Telephone Attendant as from the 1st January, 1940.

PROMOTIONS

Clarenville ..... Miss D. M. Hansford, Assistant, to be Postmistress and Operator as from the 1st January, 1940.

VACANCIES

Badger ..... Applications addressed to the Secretary, Department of Posts and Telegraphs, will be received up to 23rd January, 1940, for the position of Postmaster and Operator at Badger. Salary $660.00 per annum. Morse telegraph qualifications essential.

Clarenville ..... Applications addressed to the Secretary, Department of Posts and Telegraphs, will be received up to the 23rd January, 1940, for the position of Assistant at Clarenville. Salary $480.00 per annum. Morse telegraph qualifications are essential. Applicants should state name in full, date of birth, educational qualifications, departmental experience and the names of two persons outside the service to whom application may be made with reference to character. The successful applicant will be required to furnish a certificate of medical fitness. Officials already in the service desiring to offer themselves for these vacancies must do so through their immediate superior officer, giving all the particulars requested above.

MAILS

Local and Foreign Despatch by Express

Until further notice correspondence for despatch from St. John's by Express will be accepted at the General, East and West End Post Offices, St. John's, up to 3 P.M. on Thursdays and Mondays. Late fee letters will be accepted at the General Post Office up to 4.15 P.M. on Thursdays and Mondays and on the mail car at the Railway Station up to 4.50 P.M.

Irregular Use of Official Envelopes

Outport Postmasters are reminded that official envelopes provided by the Stores Department are not intended for the private use of individuals. They should be kept in a safe place and used only in official correspondence with Head Office.

A case occurred recently where a former student at a certain office made application for a position and forwarded his application to this office in an official envelope without postage. The letter was taxed 8 cents at this office and the tax was charged to the Postmaster accepting the letter for despatch.

Serious notice will be taken of any similar cases.

Changes in Branch Line Schedule

To correspond with the main line schedule of the Newfoundland Railway referred to on page 662 of the Post Office Circular of the 21st December, 1939, the following changes have been made:

CARBONEAR BRANCH—Beginning 1st January, 4 trains a week:—

Leave Carbonear 3.20 P.M. Mondays, Tuesdays, Thursdays and 7 A.M. Saturdays.
Arrive St. John's, 8.10 P.M. Mondays, Tuesdays, Thursdays and 10.45 A.M. Saturdays.
Leave St. John's 9 A.M. Tuesdays, Thursdays, Fridays and 6 P.M. Saturdays.
Arrive Carbonear 1.46 P.M. Tuesdays, Thursdays, Fridays and 9.30 P.M. Saturdays.

BONAVISTA BRANCH—Beginning 1st January:—

Leave Bonavista 7.30 A.M. Mondays and Thursdays.
Arrive Clarenville 1.20 P.M. Mondays and Thursdays.
Leave Clarenville 11.45 P.M. Mondays and Thursdays.
Arrive Bonavista 7.10 A.M. Tuesdays and Fridays.

NOTE:—This means that express trains from St. John's 5 P.M. Mondays and Thursdays will make direct connection for Bonavista Branch.

ARGENTIA BRANCH—No change will be made in present schedule of Argentia Branch.

TELEGRAPHS

Maintenance—Expenditure for Labor

Due to the necessity for economy under the conditions existing in war time all officials are reminded that it is their duty as patriotic citizens, as well as Civil Servants, to see that no expenditure for labor is incurred unless and until absolutely necessary. This can be accomplished in at least two ways:—

1. Do not ask for authority to send men over lines unless it is absolutely necessary in order to transact business.
2. Keep a close check on the time the men claim to have worked and make sure that they report to you immediately on their return from the trip. Only work necessary in order to keep lines functioning properly should be done by casual men and if anything more is required special authority should be obtained from Headquarters before the work is undertaken.

Postmasters should, of course, understand that the above instructions apply at all times but particular attention should be given to them in time of War or national crisis.

Conservation of Tubes, Batteries and Line Material

Due to the fact that prices of line material, batteries, tubes and all other telephone, telegraph and wireless material have risen sharply since the beginning of the War, and that further increases are likely, officials are urged to exercise even greater care than ever in the use of all such materials.

Economies in this direction may be effected by careful testing of batteries and tubes before condemning them as unfit for use and by using old brackets and other line material over again until absolutely unfit for further use.

ACCOUNTING

Telephone Rentals

Postmasters who collect Telephone rentals are again reminded that a list covering such rentals is to be submitted with the General Accounts Report. See pages 272 and 372 for these instructions.

Error Notices

There would appear to be some evidence of carelessness on the part of some Postmasters in bringing Error Notices to account. This is partly because the error notice is not carefully read, and as a consequence instructions are not properly followed.

Non-Money Order Offices

Certain Postmasters of Non-Money Order Offices have, it would seem, discontinued sending the monthly account report. Such offices have been asked to explain why the account report has been discontinued and have also been informed that in future they must be regularly submitted.

Stolen Canadian Postal Money Order Forms

The following Canadian Postal Money Order Forms have been reported stolen:

Yellowknife, N.W.T. .... Nos. 8969-3967 to 8969-3969 Inclusive.

Stolen U. S. A. Postal Money Order Forms

The following U.S.A. Postal Money Order Forms have been reported stolen:

Bat Cave, N.C. .... Nos. 17860-18000 inclusive.

The above Orders if presented at a Newfoundland Office must not be paid. Postmasters should follow the instructions given on page 31 of the Post Office Circular of the 7th January, 1937, and page 58 of the Post Office Circular of the 11th February, 1937.

Money Order Sterling Rate of Exchange

The Exchange rate for Money Orders drawn upon Great Britain and foreign countries, except Canada and the U.S.A., for the period 22-28 December, 1939, inclusive, was $4.50 to the £1. The Exchange rate for paying was $4.45 to the £1.

CHRISTMAS TRAFFIC

In the Post Office Circular of the 5th January, 1939, reference was made to the record Christmas traffic handled.

It is worth mentioning that last year's record for Greetings telegrams has already been exceeded this season and in addition the ordinary paid traffic shows a substantial increase.

From the 14th to 29th December, 1939, inclusive, a total of 21254 Greetings Telegrams was handled, compared with 17467 for the same period last year. When the complete returns are in at the end of the period covered by the special rate it is estimated that the Greetings messages will show a corresponding increase over last year's traffic, as last year's traffic did over that of 1937, i.e. 20%. This is a demonstration of the increase in popularity of the Greetings service. This popularity is gratifying and is due in a great measure to those outport Postmasters and Operators who miss no opportunity to advertise the service in their districts.

Paid traffic over the same period increased from 36,779 messages in 1938 to 43,802 in 1939. The total transmissions over the Department's lines increased from 66,778 in 1938 to 77,725 in 1939, an increase of approximately 16%.

POST OFFICE CIRCULAR.

THURSDAY, 11th JANUARY, 1940

Issued by the Secretary to the Department of Posts and Telegraphs, St. John's, Newfoundland

POST OFFICE SAVINGS BANKS

Post Office Savings Banks were opened at the following places on the dates shewn:

La Scie	..... 1st October, 1939
Badger's Quay	... 23rd November, 1939

The following is a complete list of the Post Office Savings Banks in operation in Newfoundland:

Badger	Grand Bank
Badger's Quay	Grand Falls
Bay Roberts	Greenspond
Bishop's Falls	Harbour Grace
Bonavista	Heart's Content
Botwood	King's Cove
Buchans	La Scie
Burgeo	Little Bay Islands
Burin	Marystown
Campbellton	Placentia
Carbonear	Ramea
Catalina	St. Anthony
Clarenville	Springdale
Corner Brook	Topsail
Deer Lake	Trinity
Exploits	Twillingate
Fogo	Wesleyville
Fortune	Windsor.

TRANSFERS

Bishop's Falls ..... Mr. P. Alexander, Postmaster and Operator at Badger, to be Postmaster and Operator at Bishop's Falls as from 6th January, 1940.

MAILS

Despatch of International Mails by Sea

As in former years the foreign mail despatches overland will be supplemented as often as possible by despatch by sea.

This service will be reintroduced provided there is a ship sailing at such a time that a despatch of letter mails will likely be of benefit to the public.

Owing to censorship regulations the closing hours of such despatches cannot be advertised.

Local and Foreign Despatches by Express

Until further notice correspondence for despatch by express from St. John's will be accepted at the General, East and West End Post Offices, St. John's, up to 3 P.M. on Thursday and Monday.

Late fee letters will be accepted at the General Post Office up to 4.15 P.M. on Thursday and Monday and on the mail car at the Railway Station up to 4.50 P.M.

Air Mail

Correspondence for Great Britain and Translantic countries fully prepaid with the appropriate Airmail postage will be despatched by express on Mondays and Thursdays to connect at Baltimore, Maryland, with the Pan-American Airways plane for Lisbon, Portugal. Planes will leave Baltimore each Wednesday and Saturday at 7.30 a.m., E.S.T., and arrive at Lisbon, Portugal, 4 p.m., G.M.T., Thursday and Sunday. Returning planes will leave Lisbon at 8.30 a.m., G.M.T., on Sunday and Wednesday and arrive at Baltimore at 1 p.m., E.S.T., Mondays and Thursdays.

TELEGRAPHS

South Georgia has been included in the list of countries to which the Empire rate applies via "Imperial." Make the necessary notation on page 510 of the Post Office Circular.

ACCOUNTING

Errors in Money Orders

It has recently been reported by the Canadian Postal authorities that Money Orders of Newfoundland origin are being presented for payment in that country in which there is a discrepancy between the amount entered in writing and that entered in figures.

In this particular instance the offices at fault are Channel, Lewisporte and St. Fintan's, but as similar instances have been noted, it shows that the proper attention is not being given to this part of the work, and as it creates a delay in payment, a careful check should be made in each instance to see that the amounts as well as the other particulars, agree with the remitter's application before releasing the Money Order.

Postmasters will be held responsible for any loss to the Department caused through these errors.

Money Order Cash Reserve

Postmasters are reminded that all cash held in excess of the authorised reserve and not required to meet immediate payments should be remitted by next mail to the Bank of Montreal.

If it is known, however, that Money Orders will be presented within the next day or so for which the reserve is not sufficient, the required amount may be retained to cover such payments. All extra reserve allowed for the Christmas period must be remitted as soon as the necessity for same has terminated.

Stolen U. S. A. Postal Money Order Forms

The following U.S.A. Postal Money Order Forms have been reported stolen.

Twenty-nine Palms, Calif. .... Nos. 25019 to 25200 inclusive
Caddo, Tex. .... Nos. 114801 to 115000 inclusive.

The above orders if presented at a Newfoundland office must not be paid. Postmasters should follow the instructions given on page 31 of the Post Office Circular of the 7th January, 1937, and page 58 of the Post Office Circular of the 11th February, 1937.

Money Order Sterling Rate of Exchange

The exchange rate for Money Orders drawn on Great Britain and foreign countries, except Canada and the U.S.A., for the period 29th December, 1939, to 4th January, 1940, inclusive, was $4.50 to the £1.

The exchange rate for paying was $4.45 to the £1.

CHRISTMAS TRAFFIC

LETTERS AND CARDS	1938	1939	Increase (+) or Decrease (—)
Number of items passing through stamping and counting machines from the 10th December, 1939, to the 1st January, 1940	521,116	536,419	+15,303
Estimated number of letters and cards received from abroad and from outports	[illegible]	[illegible]	[illegible]
(The above figures do not include newspapers, packets and circulars of which a large number was handled).			
NO. OF BAGS OF MAIL HANDLED FROM THE 10TH DECEMBER, 1939, TO 1ST JANUARY, 1940			
Letters and papers received	3,312	3,525	+213
Letters and papers despatched	2,649	2,753	+104
Local parcel bags despatched	4,526	4,203	—323
Foreign parcel bags despatched	258	260	+2
Local parcel bags received	No record	1,213	
Foreign parcel bags received	1,426	1,404	—22
DUTIABLE PARCELS			
City Delivery	5,788	5,292	—496
Outport Delivery	11,137	9,830	—1,307
DUTIABLE VALUE			
City Parcels	$ 8,267.53	$ 7,640.37	—$ 627.16
Outport Parcels	$12,206.99	$10,626.49	—$1,580.50
REGISTERED ITEMS			
Received for Delivery or Despatch	25,699	29,908	+4,209

Value of Money Orders Issued and Paid During Period 9th December to 31st December

	1938	1939	Increase (+) or Decrease (—)
Value of Money Orders issued	$19,526.77	$14,470.68	—$5,056.09
Value of Money Orders paid	$37,934.37	$ 42,023.16	+$4,088.79

POST OFFICE CIRCULAR.

THURSDAY, 18th JANUARY, 1940

Issued by the Secretary to the Department of Posts and Telegraphs, St. John's, Newfoundland.

OBITUARY

The Department regrets to announce the death on the 11th January, 1940, of Mr. Thomas Murray, Postmaster at Long Harbour, P.B. Mr. Murray entered the service as Postmaster at Long Harbour, P.B., in 1922.

APPOINTMENTS

Argentia ..... Mr. M. Camp to be Postmaster and Operator as from the 9th January, 1940.

St. John's G.P.O. ..... Mr. J. Dunphy to be Letter Carrier as from the 1st January, 1940.

Riverhead, St. Mary's ..... Miss Bell Boland to be Postmistress and Telephone Attendant as from the 13th November, 1939.

TRANSFER

Cook's Harbour..... Mr. G. W. Ginn, Messenger at Change Islands, to be Postmaster and Operator at Cook's Harbour as from the 10th January, 1940.

DISMISSAL

Riverhead, St. Mary's ..... Miss Mary Ahearn, Postmistress and Telephone Attendant, ceased to be employed as from the 13th November, 1939.
Miss Ahearn's offence was accepting letters for despatch knowing that the stamps used for the prepayment of postage had already been used, and general unsatisfactory service.

MAILS

Local and Foreign Despatch by Express

Until further notice correspondence for despatch by express from St. John's will be accepted at the General, East and West End Post Offices, St. John's, up to 3 p.m. on Thursday and Monday.

Late fee letters will be accepted at the General Post Office up to 4.15 p.m. and on the mail car at the Railway Station up to 4.50 p.m. on Thursday and Monday.

Conveyance of Mail by Courier

Postmasters at starting points for couriers are requested to draw the couriers' attention to Section 7 of their contract, which reads as follows:—

> "In the event of the Contractor being unable to carry by his ordinary means of conveyance all the mail offered for any trip the Contractor shall provide, at his own expense, additional means of conveyance for such surplus mail. Such surplus mail shall be carried at the same time as the regular mail for the trip in question."

When a courier does not take all the mail offered in one trip a report should be made to the Assistant Secretary stating the reason therefor.

The renewed attention of Postmasters is also drawn to the necessity for them to make sure that each courier waits at transfer points for the incoming courier and does not leave that office without mails from couriers from more distant offices. These instructions were issued on page 249 of the Post Office Circular of the 10th January, 1937, and page 457 of the Post Office Circular of the 19th January, 1938.

TELEGRAPHS

Tenders for Poles

The following notice calling for tenders for poles, which has been published in the Press, should be copied by all Postmasters in the districts concerned and exhibited on the public side of their offices:—

NOTICE

Tenders are invited for a supply of Telegraph poles for the following sections:—

Between St. John's and Millertown Junction:

1098 poles 20 feet in length 6 inch top diameter.
4 poles 30 feet in length 5 inch top diameter.

Between Humbermouth and Port aux Basques:

575 poles 20 feet in length 6 inch top diameter.
12 poles 30 feet in length 5 inch top diameter.
1 pole 25 feet in length 5 inch top diameter.
1 pole 35 feet in length 5 inch top diameter.

For Brigus Branch. To be loaded on cars, between St. John's and Placentia Junction or on the Brigus Branch Railway:

618 poles 18 feet in length 5 inch top diameter.
3 poles 30 feet in length 5 inch top diameter.
14 poles 25 feet in length 5 inch top diameter.

To be loaded on cars at any siding on Bonavista Branch Railway or delivered at Bonavista, Catalina, or Elliston:

180 poles 18 feet in length 5 inch top diameter.
5 poles 21 feet in length 5 inch top diameter.

All the above poles must be black spruce or juniper, sound, straight timber, fully rinded, measuring not less than the diameters specified at the top for each class of poles. Delivery to be made not later than the first day of June, 1940.

Tenders should state the price per pole loaded on railway cars at sidings and at what points on railway poles would be loaded.

The lowest or any tender will not necessarily be accepted and the Department in accepting the price of any tender reserves the right to determine the number of poles which shall be supplied by any contractor.

Tenders will be received up to the 25th of January, 1940, addressed to the Secretary for Posts and Telegraphs.

Envelopes should be marked "Tender for Poles" and in each case the quantities and dimensions of poles offered should be stated.

SECRETARY FOR POSTS AND TELEGRAPHS.

Overnight Telegrams

Commencing the 1st February a local winter season only Overnight telegram service is being introduced experimentally; and continuing in effect until the 30th April.

Owing to the close of navigation and the curtailment of train transportation, the winter mail service is slowed down appreciably, especially to the Northern and Eastern Districts and to island towns, blocked by ice. The purpose behind the overnight telegram, therefore, is to provide a cheap lettergram which, it is hoped, will in some measure supplement the winter letter mail for communications of a semi-urgent character.

The overnight telegram (Symbol ONT) will be accepted at all telegraph and telephone offices up to 3.30 p.m. for delivery on the following business day. Those filed after 3.30 p.m. will fall into the next day's business and be delivered the second day after handing in. For instance, overnight telegrams handed in between 9 a.m. and 3.30 p.m. Monday will be delivered under normal conditions on Tuesday morning. Any filed after 3.30 p.m. Monday will be transmitted from the office of origin on Tuesday and delivered on Wednesday morning.

This time limit for acceptance is fixed in order to prevent late filing and a consequent congestion of the circuits at closing hour.

For checking purposes late filed ONTs should be dated on the day transmitted, and not on the day handed in. They should, however, be endorsed "Handed in after 3.30 p.m."

Rate on overnight telegrams will be as follows:—

30 words or less, 25 cents, and 5 cents for every additional ten words or less.

Thus:	30 words or less	25 cents
	31 to 40 words	30 "
	41 to 50 "	35 "
	51 to 60 "	40 "
	61 to 70 "	45 "
	71 to 80 "	50 "
	81 to 90 "	55 "

At the office of delivery the overnight telegram will be subject to rules governing ordinary telegrams and delivered within the mile limit with the utmost despatch.

The service will not be available to Labrador.

ACCOUNTING

Emergency Stamp Issue

The following telegram was sent to all offices on the 15th January, 1940:—

"All existing stocks emergency stamps Royal Visit overprinted two and four cents will be withdrawn as from noon 15th January, 1940. Stamps should be returned first mail under registered cover addressed Chief Accountant and take credit your account. See page 587 P.O.C. re return of stamps."

Radio Licences

Radio licence fees for the year ending the 31st December, 1940, became due on the 1st January, 1940. Postmasters should make the necessary arrangements to collect the licence fees for the present year immediately.

Care should be taken to see that a person has paid his licence fee for the year ended the 31st December, 1939, before issuing a licence for the year ending the 31st December, 1940.

Instructions to this effect were sent to all Postmasters by telegraph on the 11th January, 1940.

Money Orders for the U. S. A.

Despite the instructions telegraphed to all offices on the 20th and 21st October, 1939, and issued in the Post Office Circular of the 26thOctober, 1939, certain offices continue to issue orders on the United States in excess of $10.00.

For the period 30th November to 22nd December, 1939, officials at the following offices were at fault:—

Aguathuna	Holyrood
Argentia	Ireland's Eye
Bay Roberts	Musgravetown
Bishop's Falls	Port Blandford
Botwood	Roberts Arm
Carbonear	St. Alban's
Clarke's Beach	Wesleyville
Deer Lake	Whitbourne
Harbour Main	Windsor

Stolen U.S.A. Postal Money Order Forms

The following U.S.A. Postal Money Order forms have been reported stolen:—

Bono, Ark.	Nos. 85,401-85600 inclusive
Jetson, Ky.	Nos. 2098- 2200 inclusive.
Mapleview, N.Y.	Nos. 26992-27000 inclusive.
Red Oak, Texas	Nos. 42897-43000 inclusive.
St. Paul, Station 2, Minn.	Nos. 120733-121000 inclusive.
Salt Lake City, Station 6, Utah	Nos. 28852-28873 inclusive.
Tyler, Wash.	Nos. 28401-28600 inclusive.

The above orders if presented at a Newfoundland office must not be paid. Postmasters should follow the instructions given on page 21 of the Post Office Circular of the 7th January, 1937, and page 58 of the Post Office Circular of the 11th February, 1937.

Money Order Sterling Rate of Exchange

The exchange rate on Money Orders drawn upon Great Britain and foreign countries except Canada and the U.S.A. for the period 5th to 11th January, 1940, inclusive was $4.50 to the £1.

The exchange rate for Paying was $4.45 to the £1.

POST OFFICE CIRCULAR.

THURSDAY, 25th JANUARY, 1940

Issued by the Secretary to the Department of Posts and Telegraphs, St. John's, Newfoundland.

RETIREMENTS

St. John's Telegraph Delivery ..... Mr. H. Antle, Messenger in the St. John's Telegraph Delivery, to retire 31st January, 1940, on reaching the age limit for messengers.

St. John's Telegraph Delivery ..... Mr. L. Hoskins, Messenger in the St. John's Telegraph Delivery, to retire 31st January, 1940, on reaching the age limit for messengers.

MAILS

Local and Foreign Despatch by Express

Until further notice correspondence for despatch by express from St. John's will be accepted at the General, East and West End Post Offices, St. John's, up to 3 p.m. on Thursday and Monday.

Late fee letters will be accepted at the General Post Office up to 4.15 p.m. and on the mail car at the Railway Station up to 4.50 p.m. on Thursday and Monday.

WOMEN'S PATRIOTIC ASSOCIATION LABELS

In order to raise funds the Women's Patriotic Association has put on sale adhesive labels approximately the same size as postage stamps. It is possible that some members of the public are of the opinion that these labels may be used for the prepayment of postage and may post letters bearing these adhesive labels only.

If a Postmaster receives letters for despatch bearing these labels only he should inform the poster that postage stamps only are acceptable for the prepayment of postage.

It should also be pointed out that no labels of any kind, other than labels authorized by the Post Office, and postage stamps may be placed on the address side of an envelope or card tendered for postage.

Postmasters are advised that all correspondence posted by or addressed to W.P.A. organizations must carry the appropriate postage in stamps.

TELEGRAPHS

Empire Social Telegram

The Department of Transport, Ottawa has advised that the Inter-Empire Social Letter Service (GLT) will apply to Bell Isle and Point Amour on the same basis as other Labrador points, i.e. the night rate with a twelve word minimum.

Traffic

The total number of paid telegrams transmitted during December was 64,883, of which 3,012 were sent by the Priority Service. The total number for December, 1938, was 57,477, of which 2,011 were sent by the Priority Service.

The total number of service messages for December was 4,571 as compared with 5,370 for December, 1938.

The number of DH messages for December was 1,078 as against 1,471 for December, 1938.

Renewed attention is called to the necessity for using the service message and DH message systems only in cases of emergency.

The public message service consisted of 6,719 words, which is equivalent to 4,480 telegrams, a decrease of 2,570 telegrams as compared with December, 1938.

Greeting Messages

The number of Greeting Telegrams handled during the period 14th December, 1939, to 6th January, 1940, as compared with the same period 1938-39 was as follows:—

	1938-39	1939-40	Increase
Domestic:			
Special Rate	15,014	17,421	
Ordinary Rate	2,723	3,528	
Total Domestic	17,737	20,949	3,212
Other Administrations:			
Special Rate	1,556	1,607	
Ordinary Rate	1,043	1,576	
Total other Administrations	2,599	3,183	584
Total Greeting Traffic	20,336	24,132	3,796
Originated in St. John's	3,183	3,433	
Delivered in St. John's	4,007	4,589	
Total	7,190	8,022	832

That is, there was an increase of 18.6 per cent in the total greetings traffic handled.

This increase is very gratifying and much credit is due the staff for the creditable manner in which they performed their work.

Errors, Delays and Failures

During the month of December there were recorded 11 errors, 1 delay, and 6 failures.

Errors:

Between	Cox's Cove and Curling, (Telephone)	1
"	St. Jacques and Pelleoram	1
"	Grand Bank and Placentia	4
"	Nipper's Harbour and Little Bay Islands	1
"	Placentia and St. John's	1
"	Imperial Harbour Grace and St. John's	1
"	Bloomfield and Musgravetown (Telephone)	1
"	Channel and Deer Lake	1

Delays:

At	Trinity	1

Failures:

At	Bonavista	1

At	Wesleyville	1
"	St. John's	3
"	Burin	1

Fines of ten cents each were imposed on Mr. J. S. Roberts, Nipper's Harbour, and Mr. R. Crowell, Little Bay Islands, for errors in figures. Fines of ten cents were imposed on each of the following for failures of service: Miss E. Grandy, Wesleyville, Mr. E. D. Chislett, Burin.

These failures are regrettable and in almost all cases the result of carelessness. The responsibility for the three failures at St. John's cannot be placed.

In view of the continued errors in figures, attention is again drawn to the regulation regarding the transmission of figures given on page 35 of the Post Office Circular.

Statement of Telegraph Traffic for the Calendar Year 1939

Telegrams	The total number of paid telegrams dealt with during 1939, including greeting messages, was 516,716 as compared with 493,601 in the previous year, of which 28,201 and 21,086 respectively were priority messages. This is an increase of 33.8% in priority telegrams, and an increase of 4.7% for the whole service.
Phono-Telegrams	13,043 were dealt with during 1939 as against 13,339 in the previous year, a decrease of 2.1%.
Greeting Telegrams	Christmas and New Year 24,132 as against 20,336 last year. Total number of greeting telegrams for the three periods, Easter, Mother's Day and Christmas, was 34,546 as against 30,048 in the previous year, an increase of 14.9%.
External Traffic	82,759 telegrams were dealt with through other administrations as compared with 72,775 in the previous year, an increase of 13.8%.
Labrador and Ship Traffic	13,347 telegrams dealt with through Signal Hill Wireless Station as compared with 14,319 in the previous year, a decrease of 6.8%.
Errors and Failures	There were 10 complaints of errors or one in each 51,671 telegrams and nine complaints of failure of service or one in each 57,413 telegrams as against 12 and 9 respectively in the previous year.

ACCOUNTING

Christmas Traffic

With reference to the figures shown in the Post Office Circular of the 11th January, 1940, under the above title, it should be clearly understood that the figures for Money Orders issued and paid apply to the three St. John's offices only.

Similarly the figures for mail apply only to the mail handled and recorded in the St. John's General Post Office.

Errors in Money Order Work

The following is a list of Post Offices where officials were responsible for four or more errors in the Money Order service during the month of November, 1939:—

Office	No. of Errors	No of Orders Issued and Paid During November
Bell Island Mines	5	998
Botwood	4	413
Buchans	5	1463
Burin North	6	168

Catalina	5	138
Cook's Harbour	5	30
Corner Brook	6	1561
Fermeuse	5	22
Grand Bank	4	212
Harcourt	5	35
Holyrood	4	45
Jackson's Arm	4	66
King's Cove	4	32
Little Bay	5	95
Nipper's Harbour	4	112
Old Perlican	4	53
Pacquet	4	61
St. Alban's	4	166
St. David's	4	111
		5826

Total number of Orders issued during November	22,212
Total number of Orders paid during November	9,034
Total	31,246

Total number of errors	343
Percentage of errors	1.09

i.e. approximately 11 errors for each 1000 orders issued and paid.

Total number of figure errors	241
Percentage of figure errors	.77

i.e. approximately 8 errors for each 1000 orders issued and paid.

Canadian Postal Notes

The attention of Postmasters is directed to the new type of Postal Note now being issued by the Canadian Post Offices.

The new Postal Notes have a coupon attached similar to the Canadian Postal Money Order. This coupon is to be detached by the Paying Postmaster and kept on file with other coupons.

Despite the fact that these Postal Note coupons are plainly marked, Postmasters frequently fail to detach them and send the complete Postal Note to the Accounts Office where the coupon has to be detached and returned to the paying office.

Money Order Sterling Rate of Exchange

The exchange rate on Money Orders drawn upon Great Britain and foreign countries except Canada and the U.S.A. for the period 12th to 18th January, 1940, inclusive was $4.50 to the £1.

The exchange rate for Paying was $4.45 to the £1.

POST OFFICE CIRCULAR.

THURSDAY, 1st FEBRUARY, 1940

Issued by the Secretary to the Department of Posts and Telegraphs, St. John's, Newfoundland.

RESIGNATION

New Perlican ..... Miss Ruby Martin, Postmistress and Telephone Attendant, effective the 31st January, 1940. Salary $144. per annum. Vacancy advertised locally. Applications close the 13th February, 1940

MAILS

Local and Foreign Despatch by Express

Until further notice correspondence for despatch by express from St. John's will be accepted at the General, East and West End Post Offices, St. John's, up to 3 p.m., on Thursday and Monday.

Late fee letters will be accepted at the General Post Office up to 4.15 p.m., and on the mail car at the Railway Station up to 4.50 p.m., on Thursday and Monday.

TELEGRAPHS

Gerald S. Doyle's News Bulletin

The Gerald S. Doyle daily broadcast is made up mainly of local news items sent in from time to time by the Postmasters at the different towns and settlements throughout the Island.

This being a press service, telegrams are subject to press regulations and should be reduced as far as possible to essential facts. All superfluous words should be omitted, taking care, of course, that the sense or the news value of the article is not impaired.

It is suggested that the Postmaster write the news item or items he wishes to send, in normal expressions, and after doing this to revise it carefully, omitting all non-essential words.

The messages are condensed in this way before being charged to the Gerald S. Doyle Ltd., account. Consequently considerable time will be saved in transmitting words, and phrases, that are non-productive of revenue to the Department.

Repeating stations, especially those repeating for telephone offices, should note these instructions; by their co-operation they will further the object the Department has in mind, that of giving a good press service in as few words as possible.

For instance, a message was received which, when counted, contained 119 words. Recounted by the clerk it was condensed and charged to the sponsor of the Broadcast as 86 words. Thirty-three superfluous words had been transmitted over the system, for which no revenue was received.

To illustrate what is required, a typical news message from a recent day's business, in which the superfluous words have been underlined, reads in part:—

> "**The** train did not arrive until **the** early hours **of the** morning. Nevertheless **quite a** crowd **of** farewell wishers gathered **at the** station. **Shortly** before train arrived they **were** lined **up on** station platform."
>
> (Words underlined above should have been deleted from the text before sending).

Mr. Doyle has, on several occasions, expressed his keen appreciation of the co-operation given him in this matter by the Outport Postmasters, and speaks very highly of the interesting news items he receives daily.

As this service is a source of revenue to the Department, as well as of interest to the public, the Department takes this opportunity of joining with Mr. Doyle in complimenting the Postmasters on the excellent service they are rendering.

Code Not Permitted in Local Telegrams

Referring to the Notice on Pages 665 and 666 of the Post Office Circular, dated 28th December, permitting the use of certain codes, it must be noted that this applies to telegrams exchanged with countries outside of Newfoundland, and is not applicable to local telegrams.

Errors, Delays and Failures—Corrections

A fine of ten cents was imposed on Mrs. W. Coffin, Bonavista, for a failure in service.

This fine was omitted from the list given on page 683 of the Post Office Circular of the 25th January, 1940.

ACCOUNTING

British Money Orders

Several instances have occurred recently where British Money Orders have been paid by Postmasters who did not have the advice of the orders on hand.

Postmasters are again reminded that under no circumstances can these Orders be paid unless the advice is on hand; the signature of the payee must be compared with the name of the payee as shown on the advice before payment is effected.

Postmasters will be held responsible for any errors caused through failure to observe these regulations.

British Postal Orders, however, are not advised, and if the payee's name is not filled in, can be paid on presentation without question; if the payee's name is filled in, the amount can only be paid if the person named therein has signed the order.

Exchange Tables Incorrectly Used

The attention of Postmasters at Money Order Offices is directed to the exchange tables issued by this office for use in issuing Money Orders on the United States.

The incorrect use of these tables has been the cause of many errors in Money Order work. This is particularly the case in respect of odd amounts, such as 25 cents and 75 cents.

When preparing these tables the amount of exchange to be charged on odd amounts less than one dollar was calculated for each group of ten cents. That is the exchange chargeable for amounts from 1 to 10 cents was fixed at 1 cent, from 11 to 20 cents at 2 cents, from 21 to 30 cents at 4 cents, and so on up to 91 cents to one dollar at 12 cents.

Consequently the exchange on 25 cents would be that applicable to 30 cents or 4 cents, and that for 75 cents would be that applicable for 80 cents or 10 cents.

These exchange rates must be added to the appropriate commission for the Order.

Example; What would be the cost of a Money Order for $3.23 bought in Newfoundland payable in the United States?

Value of Order		$3.23
Commission		.05
Exchange on $3.00	36c.	
Exchange on .23	04c	
(See under 30c. in Table)		
Total Exchange		.40
Total cost of Order		$3.63

In calculating Exchange, therefore, the Postmasters must use the tables which were supplied for this purpose to avoid errors of this sort.

The Commission for Orders on United States is shown on the exchange tables, and is the same as that for Orders on Canada or Newfoundland. The rates published prior to September 23rd are no longer in use.

Money Orders Issued in the United States for Payment in Newfoundland

Postmasters are informed that a notification has been issued by the United States Postal Administration to the effect that on and after the 4th December, 1939, Money Orders issued in the United States for payment in Newfoundland will be sold at a discount of 10%.

In regard to a Money Order issued in the United States for payment in Newfoundland in the sum of $1.00 (Canadian Money), the remitter in the United States will be charged 90c. (United States money).

As previously stated, Money Orders issued in the United States for payment in Newfoundland, are drawn in Canadian funds, and can, therefore, only be paid for their face value in Canadian money.

This information, relative to the rate of discount allowed remitters in the United States, should be conveyed to any applicant who may enquire as to allowing a premium on Orders issued in the United States for payment in Newfoundland.

Stolen U.S.A. Postal Money Order Forms Recovered

The following U.S.A. Postal Money Order forms, reported stolen on page 680 of the Post Office Circular of the 18th January, 1940, have now been recovered:

Red Oak, Texas ... . Nos. 42897-43000 inclusive

Stolen U. S. A. Postal Money Order Forms

The following U.S.A. Postal Money Order Forms have been reported stolen:

Ahwahnee, Calif. ... . Nos. 23601-24000 inclusive
Appleby, Tex. ... . Nos. 24201-25000 inclusive
Gaylesville, Ala. ... . Nos. 59401-59600 inclusive
Marcus, W. Va. ... . Nos. 2801- 3000 inclusive

The above Orders, if presented at a Newfoundland office, must not be paid. Postmasters should follow the instructions given on page 21 of the Post Office Circular of the 7th January, 1937, and page 58 of the Post Office Circular of the 11th February, 1937.

Money Order Sterling Rate of Exchange

The exchange rate on Money Orders drawn upon Great Britain and foreign countries, except Canada and the U.S.A., for the period 19th to 25th January, 1940, inclusive, was $4.50 to the £1.

The exchange rate for paying was $4.45 to the £1.

POST OFFICE CIRCULAR.

THURSDAY, 8th FEBRUARY, 1940

Issued by the Secretary to the Department of Posts and Telegraphs, St. John's, Newfoundland.

COMMENDATIONS

Letters of congratulation have been sent by the Secretary to the Postmasters of Topsail and Placentia on the exhibition, recently, by them, and by their staffs, of a splendid spirit of public service and co-operation in opening and maintaining wireless connection during a period when the cable at Placentia Gut was severed. Particular mention is made of the work of the Postmaster of Placentia, under whose supervision the broken cable was repaired in very adverse weather conditions.

It is this attitude towards the work and the public service which is steadily ranking the Post Office high among the public services in Newfoundland.

CENSORSHIP

Admission of Code

In connection with the notice in the Post Office Circular of the 28th December, 1939, it should be noted that neither private supplements nor the numerical equivalents of the phrases in the authorized codes are admissible. It should also be noted that groups or series of numbers are not necessarily admissible because they appear in code. Such groups must be accompanied by explanatory words which will make their significance clear to the Censors. If the message would not have passed the Censors if it was in plain language, it will not be passed in code.

Instructions Appearing in the Post Office Circular

The following item is reprinted from page 413 of the Post Office Circular of the 3rd November, 1938:—

> "Certain Postmasters continue to make errors in their work against which they have been warned in the Post Office Circular. From this it appears that the proper attention is not being paid to the instructions in the Circular. The Post Office Circular is issued weekly as a means of bringing to the attention of all Postmasters certain errors in their work which they should avoid. If the Circular is not read weekly Postmasters will continue to make these errors and the value of the Circular is thereby lost. Immediately on recept of the Circular each Postmaster should read it through carefully and then pass it to each of his Assistants in turn (where there is more than one official). Any point in doubt should be taken up by letter with Head Office."

Postmasters are advised carefully to read the Circular weekly and to carry out all instructions therein.

STATISTICS

Monthly Traffic Reports

Officials at the following offices have failed to forward Monthly Traffic Reports for the months of October, November and December, 1939:

Bartletts Harbour
Bellburns
Colliers Central
Doyles
Ferryland
Great Codroy
Harcourt
McIvers
Mount Carmel
Sunnyside
Trinity, B.B.

These officials are instructed to forward these reports by first mail to the Statistical Clerk with an explanation why they have failed to obey the instructions on page 569 of the Post Office Circular of the 13th July, 1939.

MAILS

Local and Foreign Despatch by Express

Until further notice correspondence for despatch by express from St. John's will be accepted at the General, East and West End Post Offices, St. John's, up to 3 p.m. on Thursday and Monday.

Late fee letters will be accepted at the General Post Office up to 4.15 p.m., and on the mail car at the Railway Station up to 4.50 p.m. on Thursday and Monday.

Duty Parcels—Return, Redirection, etc.

The attention of Postmasters is again drawn to the instructions on pages 158 and 159 of Post Office Circular 19th August, 1937.

From the frequent irregularities which occur in connexion with the accounting for duty parcels it is clear that many of the staff are omitting to follow the regulations laid down in this matter.

Postmasters should bear in mind that the transfer of duty parcels from one office to another affects the accounts of the original office of delivery and improper handling in this respect causes complications in the Accounts Branch at Headquarters and delay and inconvenience to the addressees of the parcels.

The circumstances in which duty parcels can be transferred from one office to another are as follows:—

(a) Redirection within Newfoundland.
(b) Return to the General Post Office, St. John's, for reassessment by Customs Department, on the application of the addressee.
(c) Return to General Post Office, St. John's, as undeliverable for subsequent return to sender, or redirection to the addressee in another country.
(b) Returned to General Post Office, St. John's, in order to be subsequently returned to sender for exchange of goods.

In the case of (a) above if the addressee has removed from one settlement to another the Postmaster of the original Office of delivery should first communicate by telegram with the Head Postmaster, St. John's, asking for authority to redirect the parcel to the new address. The bill number, date, amount of duty and the name of the addressee of the parcel should be given in the telegram to the Head Postmaster. The amount of duty shown in the accounts at Headquarters as due to be collected by the original office of delivery will be transferred to the accounts of the office to which the parcel is redirected.

Whenever a parcel is returned to the General Post Office for reassessment of duty the Postmaster of the office of delivery should enclose in the special envelope No. 1006 bearing the printed address of the Head Postmaster, St. John's, a Form No. 1005 properly prepared by the addressee and certified by the Postmaster. The envelope, containing the form, should be securely tied to the parcel and forwarded as a registered article. The form No. 1005 which is the application for refund of duty must be properly filled in and show all particulars in connexion with the parcel concerned. Care should be taken to see that any parts of the form, which are not applicable, are struck out, otherwise delay will be caused in attending to the matter owing to the necessity of having to communicate again with the office of delivery. All the necessary forms such as invoices, certificates, etc., supporting the application for re-assessment of duty, should be enclosed in the envelope No. 1006.

Whenever a parcel is returned to St. John's for re-assessment of duty the postage to St. John's and back again to the office of delivery must be prepaid by the addressee. In the case, however, of parcels addressed to persons in very poor circumstances, where application, supported by certificates from Clergymen, Doctors or J.P.'s. is being made for cancellation of duty and the return of the parcel is necessary, the Postmaster may consult the Head Postmaster, St. John's, by telegram, with reference to the payment of postage.

When the parcel cannot be delivered and is returned to the General Post Office, St. John's, for subsequent return to the sender or redirection to the addressee in another country the Postmaster should himself prepare Form No. 1005 in all particulars and certify it. He should then enclose it in envelope No. 1006, attaching the envelope firmly to the parcel and return it as a registered item.

Whenever the addressee having taken delivery of a parcel desires to return it wholly or in part to the sender for exchange of goods he should be required to fill in Form No. 1005 which must afterwards be certified by the Postmaster. The form should be enclosed in envelope No. 1006 which must be securely tied to the parcel and returned to the General Post Office, St. John's, as a registered item. A Newfoundland Customs Declaration form must be prepared and affixed to the parcel, and care should be taken to describe on the Customs Declaration Form the nature and value of the goods contained in the parcel. The words "Goods returned for exchange" should be written clearly across the face of the Customs Declaration form. In the case of parcels of this description the return postage to the original country of origin must be prepaid by the person returning the parcel.

Treatment of Undeliverable Correspondence

The renewed attention of Postmasters is directed to the instructions appearing on pages 30 and 497 of the Post Office Circulars of 7th January, 1937, and of the 30th March, 1939

A case has recently come to light of three undeliverable registers having been held at an office for over nine months, contrary to instructions.

The explanation given was that the addressee was deceased, and the Postmaster did not know where to redirect the letters.

Postmasters are instructed to return all undeliverable correspondence at their offices to the Dead Letter Office in accordance with the instructions given on page 30.

TELEGRAPHS

Money Transfer by ONT Not Permitted

The Overnight Telegram cannot be used for the transfer of Money from one Post Office to another.

When an order for goods is sent by ONT service and accompanied by a wired remittance, the transfer of the money from the office of origin to the P. M. at the office of destination, should be made by a separate message at the ordinary rate.

The number of the money order must be shown as the first word in the text of the message carrying the order for goods as M06467; (one group) and charged for as one word.

ACCOUNTING

Remittances to Cashier

Some Postmasters when sending a remittance to the Cashier send a portion of their remittance in cash, the balance being made up of unused postage stamps.

Postmasters are advised that this practice must cease immediately. Cash remittances must contain **only cash.**

In future any stamps received with a cash remittance to make up the amount claimed on the remittance form will be returned to the office making the remittance and the account of the office credited with the amount of the cash remittance only.

ACCOUNTING

Endorsement of Cheques

The renewed attention of Postmasters is directed to the instructions on page 268 of the Post Office Circular of the 17th February, 1939, regarding the endorsing of cheques:

> "Cheques are to be endorsed exactly as they are drawn. For example, if a cheque is drawn in favour of 'John James Brown' it must be endorsed on the back 'John James Brown.' If the person concerned cannot write, he must put a cross (X) on the back of the cheque as his endorsement and two witnesses to this mark must sign their names and add their addresses on the back of the cheque. One of them should also write opposite the cross 'John James Brown—his mark'.
>
> "Cases are not infrequent where the drawer of a cheque spells the name incorrectly of the person in whose favour the cheque is drawn, e.g., the name 'Piercey" might be spelt 'Piercy'. In those cases the endorsement should show the full name exactly as it appears on the front of the cheque and underneath the correct name of the person concerned."

Unnecessary correspondence is caused by the failure of Postmasters to carry out the instructions in this respect.

Stolen Canadian Postal Money Order Forms Recovered

The following Canadian Postal Money Order Forms reported stolen on page 671 of the Post Office Circular have now been recovered:—

Yellowknife, N.W.T. .. . . . . Nos. 8969-3967 and 3969-3968

Stolen U. S. A. Postal Money Order Forms

The following U.S.A. Postal Money Order Forms have been reported stolen:—

Lake Lillian, Minn. . . .. Nos. 40007-40200 inclusive

The above Orders if presented at a Newfoundland Office must not be paid. Postmasters should follow the instructions given on page 31 of the Post Office Circular of the 7th January, 1937, and page 58 of the Post Office Circular of the 11th February, 1937.

Money Order Sterling Rate of Exchange

The exchange rate on Money Orders drawn upon Great Britain and Foreign countries, except Canada and the U.S.A., for the period 26th January to 1st February, 1940 inclusvie, was $4.50 to the £1.

The exchange rate for paying was $4.45 to the £1.

POST OFFICE CIRCULAR.

THURSDAY, 15th FEBRUARY, 1940

Issued by the Secretary to the Department of Posts and Telegraphs, St. John's, Newfoundland.

INDEX FOR THE POST OFFICE CIRCULAR

With further reference to the notice on Page 669 of the Post Office Circular, the index for Pages 449-668 is being forwarded with this week's Circular. Every office will receive one copy of the Index, which will be punched and placed in a folder by means of an Acco fastener.

All Circulars to which this Index refers should be punched by a nail or some other means and kept in place in the folder by means of the fastener.

RESIGNATIONS

Corner Brook ..... Mr. H. Gaudon, Postal Clerk, effective the 15th February, 1940.

Buchans ..... Mr. Theodore Noseworthy, Messenger, effective the 19th February, 1940. Salary $180 per annum. Vacancy advertised locally. Applications close the 24th February, 1940.

VACANCIES

Corner Brook ..... Clerk. Salary $660 per annum, rising by annual increments of $40 to 960 per annum. Knowledge of Post Office work essential. Telegraph and typewriter qualifications desirable but not essential.

Baine Harbour ..... Postmaster and Operator. Salary $420 per annum, unless the successful applicant is a female resident of Baine Harbour, in which case the salary will be $360 per annum. Wireless qualifications essential.

Applications addressed to the Secretary, Department of Posts and Telegraphs, will be received up to the 20th February, 1940, for the above vacancy.

Applicants should state name in full, date of birth, educational qualifications, departmental experience, and the names of two persons, outside the service, to whom application may be made with reference to character.

The successful applicant will be required to furnish a certificate of medical fitness.

Officials already in the service desiring to offer themselves for either of the above vacancies must do so through their immediate superior officer, giving all the particulars requested above

APPLICATIONS FOR VACANCIES

During the past month, applications for vacancies have been received from officials at outport offices.

In two cases, the successful applicant on being offered the position has requested the Department to hold open the vacancy for an extended period, owing to the difficulty in his travelling to take up his new post.

Officials are advised that the Department cannot hold vacancies longer than the normal time of travelling from one office to another. When a vacancy is advertised, if an official feels that he would not be able to fill the position in a reasonable length of time, he should refrain from making application.

Renewed attention is also drawn to the notice appearing on Page 45 of the Post Office Circular of the 14th February, 1937.

CENSORSHIP

Telegrams Addressed to H. M. Ships

Officers at all Telegraph and Wireless offices are instructed that telegrams for personnel serving in H. M. Ships, Transports, Royal Fleet Auxiliary and vessels taken up for Naval service may be accepted only if addressed "H.M.S. (name in full), London."

Should any telegram be tendered bearing an office of destination other than London, the sender should be informed of the correct method of address, and if he declines to make the necessary amendment, the message should be refused.

MAILS

Local and Foreign Despatch by Express

Until further notice, correspondence for despatch by express from St. John's will be accepted at the General, East and West End Post Offices, St. John's, up to 3 p.m. on Thursday and Monday.

Late fee letters will be accepted at the General Post Office up to 4.15 p.m. and on the mail car at the Railway Station up to 4.50 p.m. on Thursday and Monday.

TELEGRAPHS

Easter Greeting Service

The fixed text Easter Greeting Service will be in operation as from the 15th to 25th March inclusive.

The twelve greeting texts used locally for several years have been dropped and the standard English Greeting Cable text will be used this year for all purposes.

The service has been extended to the United States and Canada on the same conditions and rates as the Christmas Greeting Service.

Greeting Messages received for points in Newfoundland will be mailed from the nearest Telegraph office.

The regulations are the same as last year:—

1. The sender selects the message by number.
2. The date and time the telegram was handed in are not transmitted, although both should be noted on the message for record purposes.
3. All Greeting Messages, irrespective of the date filed, will be accounted for on the last day of the period, the 25th March.
4. If any office runs short of this year's forms, last year's may be used, in preference to an ordinary form.
5. When an ordinary form has to be used, a copy of the message on a greeting form provided from the nearest office having a surplus supply should be delivered to the addressee.
6. To facilitate replies to Greeting Messages a reply blank should be enclosed with all messages except reciprocal ones.

Greeting Messages cannot be delivered on a decorative form in Labrador.

Prepared Messages

The following are the Easter prepared texts to be used in connection with the Greeting Service in Newfoundland, Labrador, Canada, United States and European countries admitting same:—

1. Sincere good wishes for a happy Easter.
2. With deep affection I greet you on this Easter Day.
3. May your heart be filled with gladness and may happiness be yours this Easter Day.
4. Best wishes to you and yours for a happy Easter.
5. This Easter greeting carries to you the warm affection of an old friend.
6. All join in best wishes for a happy Easter to you and your family.
7. Love and best wishes for a happy Easter.
8. My wish is that you may enjoy a happy Easter and that peace may attend you to-day and through all the days to come.

9. May Easter gladness be yours to-day, and all good things attend you.
10. Easter brings all the world together in praise and joy. May this message find you with a heart full of gladness.
11. Our thoughts turn to you this Easter with affection and regard.
12. May this Springtime blossom for you with flowers of Easter peace and contentment.
13. Best wishes for a happy Easter. May your future be as bright as the Springtime.
14. On this day which marks the glorious Resurrection of our Saviour, I send you a joyous greeting.
15. Many thanks for your kind greeting. May Easter Joy and Gladness fill your heart.
16. Your kind wishes are sincerely reciprocated. May this Eastertide bring you abundant happiness.
17. May this Holy Easter be for you full of Celestial Gifts.

Owing to Censorship restrictions, only English and French texts will be admitted in messages for points outside Newfoundland If French is the language chosen, the word "French" should be placed before the text number.

The signature is limited to three words; and as the censorship regulations require that each telegram must carry a signature, showing the surname of the sender, it may not always be possible to construct a signature to conform to these regulations. In this case, the greeting cannot be forwarded in the GTG classification.

For identification purposes the sender's full name and address should be written in the appropriate place on the sending form.

This service will not be admitted to Great Britain, Northern Ireland and those European countries with which telegraphic communication is now suspended.

XLT telegrams of sender's own composition have been made available to all countries where the NLT service is in operation, with a few exceptions.

The rate for the XLT service is one-third of the full, with a minimum charge for ten words. (Note: For such messages of more than ten words the cost will be computed by multiplying the number of words by the full (ordinary) rate and dividing the result by three. If fractions of 1/3 or 2/3 result, they should be rounded up to the next higher cent).

XLT Service is not admitted via Imperial, but the GLT Service is available for all social telegrams to all Empire points.

All Greetings Telegrams irrespective of whether they are fixed text, or sender's composition, should be delivered on the special Greetings card.

Inter-Empire Social Telegrams

The inter-Empire Social Telegram GLT is available via Imperial to all parts of the British Empire with a minimum of thirteen words including the indicator GLT, which is not charged for.

RATES	Cents
To Great Britain and Eire	.82 and .06
To all other parts of the Empire except Canada and Sudan	1.30 and .10

Rates on Fixed Text Messages

Local between all points in Newfoundland	.15
" to Labrador	.30
To European countries admitting same	1.10
To Canada—Ontario and East	.65
" " Manitoba and West	.80
To United States	.65

MESSAGES OF SENDER'S OWN COMPOSITION

Between offices in Newfoundland and to Labrador at ordinary rate.

To United States

A minimum of 80 cents for fifteen words and 4 cents for each additional word.

To Canada ordinary rate applies.

To European Countries at ordinary rate.

All the above rates include the Government 10 cent tax.

Expeditionary Force Messages

Commencing the 9th February, Cables and Wireless, Limited, has introduced a special Expeditionary Force Message, indicator EFM, available to members of H. M. Army and Airforce abroad for **domestic matters only.**

1. The address must include the following particulars in the order shown:—
   (a) Indicator EFM.
   (b) Army or Airforce number or rank.
   (c) Name.
   (d) Squadron, Battery, Company or other section of unit.
   (e) Army or Airforce unit, including in latter, RAF.
   (f) British expeditionary force or place or country of destination, if not with Expeditionary Force.
2. The text must be in plain language. No code words are admitted.
3. Telegrams are subject to Censorship.
4. The rate is ten cents per word for text and signature with a minimum charge of sixty cents. No charge will be made for the address or indicator EFM (10 cent government tax is additional).
5. Special classes of telegrams, such as urgent deferred or letter telegrams or accessory services as RP will not be admitted.
6. Words should be counted in accordance with the ordinary rules. The number of words will be indicated in the form of the usual stroke check. The figure before the stroke showing the number of words charged for, and the number following the stroke, the actual words, including the address and indicator EFM.
7. All signatures must be surnames.

The Service will also apply from members of the Army and Airforce abroad, where admitted.

Canada and Eire (Irish Free State) are not admitted in the service.

As this is an exclusive Cables and Wireless Service, EFM messages should be routed Via Imperial.

Teleprinter Service Installed

A Teleprinter Service was installed in the Telegraph Room of the General Post Office at St. John's by Cables and Wireless on the 8th February, 1940, operating between their Cable Office at Harbour Grace and St. John's.

Correction

In the issue of the Post Office Circular, Page 691, in reference to Money Transfer by ONT Service, delete last six words after Money Order 6467.

This group is not charged for, although included in the check of the message.

ACCOUNTING

Stolen U. S. A. Postal Money Order Forms

The following U. S. A. Postal Money Order Forms have been reported stolen:—

Lafayette, Ind.	Nos. 21543-21600 inclusive
Olmsteadville, N.Y.	Nos. 50519-50600 inclusive

The above Orders if presented at a Newfoundland office must not be paid. Postmasters should follow instructions given on Page 31 of the Post Office Circular of the 7th January, 1937, and Page 58 of the Post Office Circular of the 11th February, 1937.

Money Order Sterling Rate of Exchange

The exchange rate on Money Orders drawn upon Great Britain and foreign countries, except Canada and the U.S.A. for the period 2nd to 8th February, 1940 inclusive, was $4.50 to the £1.

The exchange rate for paying was $4.45 to the £1.

POST OFFICE CIRCULAR.

THURSDAY, 22nd FEBRUARY, 1940

Issued by the Secretary to the Department of Posts and Telegraphs, St. John's, Newfoundland

APPOINTMENTS

St. John's Telegraph Delivery ..... Mr. Thomas Bemister to be Messenger as from the 1st February, 1940.

St. John's Telegraph Delivery ..... Mr. Henry J. Tobin to be Messenger as from the 12th February, 1940.

TRANSFER

Clarenville ..... Mr. G. N. Lillington, Messenger Assistant at Channel, to be Assistant at Clarenville as from the 17th February, 1940.

RESIGNATION

Stephenville Crossing ..... Miss Marjorie McKay, Assistant, effective 29th February, 1940.

VACANCY

Stephenville Crossing ..... Applications addressed to the Secretary, Department of Posts and Telegraphs will be received up to the 14th March for the position of Assistant at Stephenville Crossing. Salary $300 per annum.

Applicants should state name in full, date of birth, educational qualifications, departmental experience and the names of two people, outside the service, to whom application may be made with reference to character.

The successful applicant will be required to furnish a certificate of medical fitness.

Officials already in the service desiring to offer themselves for the above vacancy must do so through their immediate superior officer, giving all the particulars requested above.

CENSORSHIP

Steamer Reports

The following Circular was sent to all wireless offices by the Chief Censor on the 9th February:—

> "Attention is drawn to the instructions sent to all wireless offices last September with the series of codes for use in telegrams concerning shipping, and to those wired by the Chief Censor to all offices on the 7th October, 1939, a copy of which appears on Page 622 of the Post Office Circular.

"The object of these instructions is to conceal, as far as possible, the movement and location of shipping around the Coast from enemy craft which might be within striking distance, and which may pick up this information by wireless.

"The coding instructions were issued to you with this in view, and in this time of national crisis, it is your responsibility to appreciate this to the fullest extent.

"Now, more than ever before, you must carry out the official instructions issued from time to time, and you must realize that failure to do this may result in very serious consequences.

"With the re-opening of navigation, the matter of coding will become one of vital importance. The necessity for the complete concealment concerning the movements of shipping is, therefore, again impressed upon you.

"Complete concealment can only be attained by the intelligent and comprehensive use of the code.

"To code the name of the ship only, or to omit its use because the exact date of sailing or arrival is not shown, does not suffice, especially in the case of a coastal steamer on a definite route and operating on a definite schedule.

"The code should also be used for at least a few words before and after the word or fact in a telegram that is to be concealed.

"For the purpose of the code, it must be observed that the arrival of shipping forms part of its movements.

"Conversation over the circuits, especially in connexion with shipping is strictly prohibited. It will be realized that any breach of this regulation must be followed by the severest disciplinary action."

MAILS

Local and Foreign Despatch by Express

Until further notice, correspondence for despatch by express from St. John's will be accepted at the General, East and West End Post Offices, St. John's, up to 3 p.m. on Thursday and Monday.

Late fee letters will be accepted at the General Post Office up to 4.15 p.m. and on the mail car at the railway station up to 4.50 p.m on. Thursday and Monday.

RETURN OF ADVICE OF RECEPTION CARDS

The attention of Postmasters is again drawn to rules governing the Advice of Reception Service for Registered articles and Insured parcels appearing on Pages 223 and 224 of the Post Office Circular of the 9th December, 1937, particularly to paragraph four on Page 224 with reference to the return of the Advice of Reception Card to the sender.

Twenty-two cases have recently been referred to the Head Postmaster where the Advice of Reception Cards forwarded with registered items have not been returned to the senders. The paragraph referred to is again published for the benefit of Postmasters who may have mislaid the Post Office Circular of the 9th December, 1937:

> "The Advice of Reception Card must be returned to the sender of the registered or insured parcel by first mail after the relative article has been delivered to the addressee. The card is to be treated as a registered article by the office returning it, by the Travelling Post Office and by the office delivering it to the sender and the usual procedure and records maintained for registered articles must be followed in the case of these cards. The registration number should be written on the front of the card."

TELEGRAPHS

Easter Greeting Service

Corrections

In the first paragraph of the Easter Greeting Service regulations, Page 694 of the Post Office Circular of the 15th February, the dates should read 18th to 25th March inclusive, instead of 15th to 25th.

In the fourth paragraph, insert the word "non-telegraph" after "Greeting Message received from ————."

On Page 695, delete "Great Britain and Northern Ireland" from the paragraph beginning "The service will not be admitted."

GTG Service Available to Great Britain and Ireland

Easter Greeting standard texts will be available to Great Britain and Ireland on the same conditions as last year, see page 487 of the Post Office Circular of the 9th March, 1939, if routed "Via Commercial" or "Via Anglo." Senders wishing to send Easter Greeting Messages "Via Imperial" should use the GLT Service.

Overnight Telegrams

In order to appraise the value of the Overnight Telegram Service and to ascertain to what extent it is made use of by the public, Postmasters at all telegraph offices will embody in their monthly telegraph report, which is wired to Superintendent at the end of each month, a report of the number of Overnight Telegrams sent from their office showing the telegraph value of the messages.

Daylight Saving Time in Great Britain and France

Effective as from the week end 24th and 25th February, time will advance one hour in Great Britain and France.

Telegrams for Government Departments

Attention is again directed to the acceptance of "Collect" telegrams for Government Departments from persons having no official standing. This applies particularly to the Public Health and Welfare Department. See Post Office Circular, Pages 43, 99 and 127:

> "Telegrams must not be accepted 'collect' for Government Departments except from recognized officials of the Department concerned, who should be requested to show their authority to send telegrams and to sign their official status or rank on the face of the telegram."
>
> "Special care should be given in this connection to telegrams handed in 'collect' and addressed to the Department of Public Health and Welfare.
>
> "Telegrams from private individuals to that Department quoting prices for the supply of goods or material should be fully prepaid."

Traffic

The total number of paid telegrams transmitted during January was 30,156, of which 2,235 were sent by the priority service.

The total number for January, 1939, was 27,647, of which 1,352 were sent by the priority service.

The total number of service messages for January was 4,394, as compared with 4,747 for January, 1939.

The total number DH messages for January was 1,625, as compared with 1,562 for January 1939.

Renewed attention is called to the necessity for using the service message and DH message systems only in cases of emergency.

The public message service consisted of 5,990 words, which is equivalent to 3,990 telegrams, a decrease of 2,740 telegrams, as compared with January, 1939.

Errors, Delays and Failures

During the month of January there were recorded 3 errors and 5 failures.

ERRORS

Between Pasadena and Deer Lake (Telephone)	1
" Grand Bank and Placentia	1
" Nippers Harbour and Little Bay Islands	1

FAILURES

At St. John's	2
" Burin	2
" Glovertown	1

Fines of ten cents were imposed on Mr. S. Dicks, Burin, and Miss Mary Bragg, Glovertown, for failure of service.

No fine was imposed for one failure at Burin, owing to extenuating circumstances brought about by Christmas pressure and wireless trouble.

The responsibility for one failure at St. John's cannot be placed.

Stolen U.S.A. Postal Money Order Forms

Correction

In the list of U.S.A. Postal Money Order Forms advertised on Page 696 of the Post Office Circular of the 15th February, 1940. Lafayette, Ind., should read Lafayette, Station 7, Ind.

Stolen U.S.A. Postal Money Order Forms Recovered

The following U.S.A. Postal Money Order Forms reported stolen on Page 687 of the Post Office Circular of the 1st February, 1940, have been recovered:—

Ahwahnee, Calif.	Nos. 23601-24000 inclusive

Money Order Sterling Rate of Exchange

The exchange rate on Money Orders drawn upon Great Britain and foreign countries, except Canada and the U.S.A. for the period 9th to 15th February, 1940 inclusive, was $4.50 to the £1.

The exchange rate for paying was $4.45 to the £1.

POST OFFICE CIRCULAR.

THURSDAY, 29th FEBRUARY, 1940

Issued by the Secretary to the Department of Posts and Telegraphs, St. John's, Newfoundland.

RADIO RECEIVING LICENCES

ALL RADIO RECEIVING LICENCES ISSUED IN RESPECT OF 1939 EXPIRED ON THE 31st DAY OF DECEMBER, 1939, REGARDLESS OF THE DATES OF ISSUE AND RADIO RECEIVING LICENCES IN RESPECT OF 1940 BECAME PAYABLE ON THE FIRST DAY OF JANUARY, 1940, AND WILL EXPIRE ON THE 31st DAY OF DECEMBER, 1940.

RADIO RECEIVING LICENCES MUST SHEW THE FULL CHRISTIAN NAMES AND SURNAMES OF LICENSEES.

IN FUTURE DUPLICATE LICENCES WHICH BEAR ONLY THE INITIALS AND SURNAMES OF THE LICENSEES WILL BE RETURNED FOR CORRECTION.

THE FULL POSTAL ADDRESS OF THE LICENSEE MUST ALSO BE SHEWN. IF THERE HAS BEEN ANY CHANGE IN ADDRESS AND OR CHRISTIAN NAMES THE PREVIOUS ADDRESS AND/OR CHRISTIAN NAMES SHOULD BE SHEWN ON THE BACK OF THE DUPLICATE.

CENSORSHIP

Admission of Code

With further reference to the notices appearing on Pages 665 and 689 of the Post Office Circular it should be noted that code telegrams are not admitted to the following countries:—

European System, Finland, Latvia, Sweden, Switzerland, Tunis. As regards France, Algeria, Morocco, (except the Spanish Zone), see below.

Extra European System, Argentina, Cape Verde Islands, Chile, China (Macao), Egypt, French Equatorial Africa, French Indo-China, French Somaliland, French West Africa, Iraq, Martinique, New Caledonia, Portuguese East and West Africa, Reunion, St. Pierre and Miquelon, Sudan (Anglo-Egyptian), Syria, Timor, (Portuguese), Togo, (French Zone only) Wallis Island.

Code Telegrams for Algeria and Morocco

Telegrams in code may be accepted for France, Algeria, and Morocco, (except Spanish Zone), provided they are written in either Bentley's Complete Phrase Code or in Peterson's Code, 3rd Edition.

No other codes are at present admissible in telegrams to these countries.

STORES

Safes

On page 382 of the Post Office Circular of the 8th September, 1938, instructions were given for taking care of and opening safes when the combination appears to be stuck.

These instructions are repeated for the guidance of Postmasters:

"Combination safes are usually lubricated with graphite. It should be borne in mind that the use of oil on the combination will eventually result in clogging the mechanism, after which difficulty is likely to be experienced in opening the safe. Never tamper with, or oil the combination, although other moving parts may be lubricated with ordinary oil. If the dial does not revolve easily, it is possible that the dial, or the rim surrounding it has received a knock. To remedy this turn the dial slowly and observe where it is binding. By placing a number of layers of cloth over the spot, and giving a sharp tap with a piece of wood held endwise, it will likely remove the dent and permit the dial to work freely.

"When operating the combination, always turn the dial slowly, and never with a jerk,

"If the safe does not open leave the dial set at the proper position place a thick block of wood above the lock and give the wood a number of sharp blows with a ham-

mer. If the safe still remains locked, repeat this below the lock, and at all four corners of the door. As the cam or dog-bolt which operates the lock works by gravity, it is essential that the safe be perfectly level on the floor. A small wire nail, flattened out and driven in the bottom seam under the door, will tend to lift the door and bolts, thus helping to release the door.

"It the trouble cannot be remedied at the office, it may be necessary to send the safe in to Headquarters, but before doing so the Postmaster should communicate with the Stores Section and ask for instructions."

DO NOT RETURN SAFES TO THE STORES SECTION UNLESS SPECIALLY INSTRUCTED.

Return of Unused Equipment

It has been reported by the Controller of Stores that there is still a considerable number of unused telephones, and radio receivers and transmitters outstanding despite the repeated notices in the Post Office Circular.

It is a matter of extreme urgency that all such unused equipment should be returned immediately.

Wireless equipment should be returned by express and telephones should be returned by freight.

In all cases the instruments should be packed carefully and addressed "To the Controller of Stores, G.P.O. St. John's, from the Postmaster at——————"

MAILS

Pension Cheques Undeliverable in Settlement of Address

The following instructions were issued on pages 342 and 354 of the Post Office Circular

The envelopes containing pension cheques issued by the Department of Finance are marked with a special instruction to the Postmaster at the office of delivery, as follows:

"Special to Postmaster. If party deceased or **moved to new address** return this letter to the Department of Finance immediately."

It is essential that Postmasters should carry out this instruction without fail in every case in which the addressee of such a letter is either dead or is not at the time living in the settlement. The Department of Finance relies upon the co-operation of Postmasters in this respect in order to ensure first of all that a pension cheque made out to a deceased pensioner is promptly returned and secondly that any change in the address of the pensioner is promptly notified to the Department. If the pensioner is deceased, therefore, the Postmaster should cross out the name and address on the envelope and write on it "Deceased. Return to Department of Finance, St. John's." If the pensioner has moved to another address outside the settlement of delivery the Postmaster should cross out the address and write on the envelope "Left the settlement." He should also add the new address of the pensioner, if he knows it and should enclose the envelope in a fresh envelope addressed to the Department of Finance, St. John's.

Postmasters should note that the latter instruction differs from the normal rules relating to re-directed correspondence. Instead of forwarding the envelope to the pensioner at his new address he should return it in a fresh envelope to the Department of Finance.

Postmasters should note that similar treatment should be given to undeliverable Old Age Pension Cheques, except that these should be returned to the Department of Public Health and Welfare.

Envelopes containing cheques issued by the Department of Finance are franked in the lower left-hand corner "W.M.M. S. of F."

Envelopes containing cheques issued by the Department of Public Health and Welfare are franked in the lower left-hand corner "H.M.M. Secty. P.H. & W."

It should be noted that any letter posted by any Government Department and bearing a special instruction for return in case of non-delivery in the settlement of address should be dealt with in accordance with the special instruction.

These instructions should be followed in all cases where the addressee has moved permanently or temporarily.

UNDER NO CIRCUMSTANCES SHOULD CORRESPONDENCE FROM GOVERNMENT DEPARTMENTS BE READDRESSED IF INSTRUCTIONS FOR ITS RETURN ARE STAMPED THEREON.

TELEGRAPHS

GLT Messages to be Delivered on Special Forms

Throughout the period in which Easter Greeting special rates apply, Social Letter Telegrams (GLT) bearing Easter Messages should be delivered on the special Easter Telegram form.

Daylight Saving Time in Portugal and the Azores

Commencing 25th February, clocks will advance one hour in Portugal and the Azores.

Community Telephones

When the Department curtailed the Telegraph and Telephone System in 1934, certain sections of unprofitable lines and telephones were handed over to the communities through which they run and the responsibility for their maintenance placed upon the residents.

This has not worked out altogether satisfactorily owing to the public in some communities showing very little interest in the upkeep of the lines, and it was thought necessary to publish the following notice which was sent to Postmasters in these areas at the time, as a reminder of the conditions under which it was decided to leave the lines intact as a public convenience:—

"NOTICE

"The Department of Posts and Telegraphs wishes to notify the public in your vicinity that it can no longer undertake the expense of keeping up the telephone wire between . . . . . and . . , but rather than deprive the people of a useful communication service, the Department is prepared to pass it over to be maintained by the public, provided local arrangements can be made for its satisfactory and efficient operation.

"The supply of, and labour for the erection of, poles, as well as all repairs, will, in future, be the sole responsibility of the people, but in order that the upkeep may not be a tax upon them, the Department is prepared to supply wire, brackets and insulators in such quantities, and at such periods as experience has shown to be necessary for renewals and replacements, provided that reasonable care be taken of these items. One set of batteries per telephone will be supplied yearly. Defective telephones may be returned for repairs to the Department which will refund the cost of transport. The Department in passing over the above defined line and equipment to the temporary control and management of the community does not relinquish ownership, but retains all its proprietary rights and may reclaim, remove or transfer at its discretion

"The community is not empowered by this transfer either to link up or connect the publicly maintained line wth any other communication service, except that which is maintained and owned by the Department of Posts and Telegraphs. Only one telephone will be supplied to each community. All other telephones on the community maintained line must be regarded as "private" and will be rented from the Department at the appropriate annual rate. Only private telephones rented from the Department by subscribers will be permitted on the circuit and no additional telephones may be connected without the Department's consent.

"Community maintained telephones must be installed in the Post Office wherever possible and Postmasters will observe all the obligations in connection with the transmission and delivery of telegrams circulating over the Posts and Telegraphs Department's system, as heretofore. It would be helpful if an individual in each place would undertake the supervision of the line, with whom the local Postmaster could deal, on behalf of the Department."

Rules Governing the Operation of Community Telephones

Secretary's Circular No. 87 of the 12th June, 1936, and repeated on page 103 of the Post Office Circular of the 13th May, 1937, is again repeated for information:—

Community Telephone lines are maintained by the community without any charge on the Department except the pole line hardware necessary to keep the system in operation. The following regulations will govern the use of the telephones:

1. Telephones on community lines are the property of the Department and may be withdrawn if carelessly handled or injured.
2. Telephones should be placed in a position accessible to the public wherever possible.
3. Where the telephone is in the private section of the Post Office on a commun-

ity circuit the Postmistress may admit a person to the telephone to use it. (Secretary's Circular notwithstanding).

4. Only one person may be admitted to the private office at a time and in the Postmistress' presence who will not leave the room during the time the person using the telephone is there.

5. The Telephone Attendant will in all cases ring up the party wanted at the other end and will not admit the person desiring to use the telephone to the office until the person is connected at the receiving end.

6. The Telephone Attendant or Postmistress is at all times responsible for the safe keeping of the Post Office property, Stamps, Cash, Telegrams, etc., and must see that these items are protected and not left in view of the person admitted.

7. If the required party is not near, the Attendant at the receiving end may be requested to call him to the telephone to speak to the sender, or may pass the verbal message.

8. The minimum charge to use a community telephone is five (5) cents for five minutes conversation and five (5) cents for every five minutes or less over the first five minutes period.

9. This service is performed by the Attendants for the community and is not official. The tolls, therefore, will be retained by the Attendant at the office of call as remuneration for the time taken to put the call through.

10. There are no definite hours of service.

ACCOUNTING

Errors in Money Order Work

The following is a list of Post Offices where officials were responsible for four or more errors in the Money Order service during the month of December, 1939:

Office	No. of Errors	No. of Orders Issued and Paid During Dec.
Aguathuna	4	200
Cartyville	4	228
Corner Brook	4	2,640
Fortune Harbour	5	133
Hampden	5	100
Harcourt	4	45
Jackson's Arm	4	60
Lamaline	5	122
Lewisporte	9	343
Marystown	4	128
Moreton's Harbour	4	81
Port Saunders	4	90
St. John's General	6	6,978
		11,148
Total number of Orders issued during December		27,627
Total number of Orders paid during December		15,635
		43,262

Total number of Errors 263

Percentage of Errors .... .61

i.e. approimately 6 errors for each 1,000 Orders issued and paid.

Total number of figure errors 194

Percentage of figure errors .... .45

i.e. approximately 4½ errors for each 1,000 Orders issued and paid.

Money Order Sterling Rate of Exchange

The exchange rate for Money Orders drawn upon Great Britain and foreign countries, except Canada and the U.S.A. for the period 16th to 23rd February, 1940, inclusive, was $4.50 to the £1.

The exchange rate for paying was $4.45 to the £1.

POST OFFICE CIRCULAR.

THURSDAY, 7th MARCH, 1940

Issued by the Secretary to the Department of Posts and Telegraphs, St. John's, Newfoundland

VACANCY

Newfoundland Airport ..... Applications addressed to the Secretary, Department of Posts and Telegraphs, will be received up to the 19th March, 1940, for the position of Postmaster and Operator at Newfoundland Airport. Salary $840.00 per annum. Owing to lack of accommodation this post is not suitable for a married official.

Morse telegraph qualifications are essential. Applicants should state their name in full, date of birth, educational qualifications, departmental experience, whether married or single and the names of two persons outside the Service to whom application may be made with reference to character. The successful applicant will be required to furnish a certificate of medical fitness. Officials already in the Service desiring to offer themselves for this vacancy must do so through their immediate superior officer, giving all the particulars requested above.

CENSORSHIP

Telegrams and Letters

In an address given at the Rotary Club on the 29th February and broadcast over station V.O.N.F. the Chief Censor emphasized the following points in connexion with the censorship of telegrams and letters:

A. **Telegrams:**

(1) No mention may be made of the name of a ship in conjunction with the date of arrival at or departure from port, or the passing of a named point.

(2) No mention may be made of weather conditions or forecasts.

(3) Although the use of four commercial codes has been authorized the use of abbreviated or code addresses or signatures is prohibited.

B. **Letters:**

(1) The name and address of the sender must be shown on the outside of all letters, preferably at the top left hand side of the front of the envelope.

(2) The English language should be used if possible, especially to countries on the American Continent. If it is not possible to use the English language the language used should be shown on the outside of the envelope.

(3) The use of code is not allowed in letters and sheets of blank paper should not be enclosed.

(4) Letters must not be enclosed in parcels.

(5) All letters entering or leaving Newfoundland must pass through the Post Office. It is an offence to convey letters on one's person or in one's belongings, either to or from Newfoundland.

(6) No mention should be made of the movements of ships or of the departure of volunteers for service in the Army, Navy, Air Force or Auxiliary Services.

Postmasters should copy this notice and post it in the lobby for public information. They should co-operate with censorship authorities by drawing the attention of the senders of telegrams to any breaches of the regulations and asking that the offending telegram be amended. Considerable delay in the transmission of telegrams will thus be avoided.

STATISTICS

The Semi-annual statistics will be taken in April, commencing on the 1st and ending on the 30th. The statistical forms have been mailed to all offices.

The attention of Postmasters is directed to the Post Office Circular dated the 12th October 1939. They should note that the Semi-Annual statistics for the months they are taken do not take the place of the Monthly Traffic Reports, which should be sent in as usual.

Form 1213 (Semi-Annual Statistics) provides for the entering of both local and foreign registered letters. Care should be taken to see that such entries are made correctly; that local letters are entered as local and foreign as foreign.

MAILS

Local and Foreign Despatch by Express

Until further notice correspondence for despatch by express from St. John's will be accepted at the General, East and West End Post Offices, St. John's, up to 3 p.m. on Thursday and Monday.

Late fee letters will be accepted at the General Post Office up to 4.15 p.m. and on the mail car at the railway station up to 4.50 p.m. on Thursday and Monday.

Unless there is a change in the train schedule this notice will be omitted from future issues of the Post Office Circular.

Air Mail

Correspondence for Great Britain and Trans-Atlantic countries fully prepaid with the appropriate Airmail postage will be despatched by express on Mondays and Thursdays to connect at Baltimore, Maryland, with the Pan American Airways Plane for Lisbon, Portugal. Despatch from Lisbon, Portugal, to the Office of destination will, normally, be by surface means.

Literature for the Blind

Secretary's Circular No. 33 is now cancelled. As from the date of this Circular, Literature for the Blind will be charged postage at the following rate:—

Up to 2 lbs.	1 cent
For each additional 3 lbs. or fraction thereof	1 cent
Limit of weight	11 lbs

TELEGRAPHS

Certificates of Proficiency

The undermentioned candidates have successfully passed the examination for certificate of proficiency in radio telegraphy. The last list appeared on page 635 of the Post Office Circular of the 2nd November 1939.

1st Class:	W. B. Collins	St. John's
	Wm. J. Moriarty	Harbour Grace
	Earl Winsor	Wesleyville

ACCOUNTING

Post Office Boxes

The following instructions were sent to all offices in the News Despatch of the 4th March 1940, by the Chief Accountant:—

> "To all Post Offices with Post Office Boxes, give number Post Office Boxes installed and number rented. Wire reply."

All officials in whose offices Post Office Boxes are installed are requested to give immediate attention to this instruction.

Errors in Accounts

The attention of Postmasters is drawn to the fact that many errors in accounting have been occurring recently; these in every instance can only be attributed to the careless attitude of Postmasters. A continuance of this apparent indifference can only result in disciplinary measures being taken.

(1) **Telephone Rentals**
Despite repeated instructions Postmasters still persist in neglecting to submit a list with the General Accounts Report respecting telephone rentals collected.

(2) **Duty Refund Notice**
Certain Postmasters evidently have not yet read instructions on page 372 of Post Office Circular dated the 18th August, 1938, respecting the proper treatment of Duty Cash Refund Notices.

(3) **Remittances Not Received by same mail as Reports**
Whenever a Postmaster claims a remittance on his report he should take care to see that the remittance goes forward by the same mail as the report.

(4) **Error Notices**

Postmasters are instructed to take error notices sent from Head Office into the next account forwarded after their receipt. If the Postmaster does not think the notice is justified he should nevertheless acknowledge its receipt by showing it in his Account and then take the matter up with the Chief Accountant in writing.

(5) **Postage Stamps**

Postmasters are instructed that on receipt of a supply of postage stamps from Head Office they should be checked and taken into their account properly.

Money Order Sterling Rate of Exchange

The exchange rate on Money Orders drawn upon Great Britain and foreign countries, except Canada and the U.S.A., for the period 23rd to 29th February, 1940, inclusive, was $4.50 to the £1.

The exchange rate for paying was $4.45 to the £1.

Unless there is a change in the above rates of exchange this notice will be omitted from future issues of the Post Office Circular.

POST OFFICE CIRCULAR.

THURSDAY, 14th MARCH, 1940

Issued by the Secretary to the Department of Posts and Telegraphs, St. John's, Newfoundland.

APPOINTMENTS

Baine Harbour ....Miss Doris Byrne to be Postmistress and Operator as from the 1st March, 1940.

TRANSFERS

Badger ....Mr. J. F. Warren, Postmaster and Operator at Baine Harbour, to be Postmaster and Operator at Badger as from the 20th February, 1940.

Corner Brook ....Mr. E. J. Milley, Postmaster and Operator at Newfoundland Airport, to be Assistant at Corner Brook as from the 7th March, 1940.

RESIGNATION

Windsor ....Mr. Wilson Bartlett, messenger, effective the 31st March, 1940. Salary $180.00 per annum. Vacancy advertised locally. Applications close the 26th March, 1940.

CENSORSHIP

Undeveloped Film

(1) **Ordinary snapshots and other film which CAN be developed in Newfoundland.**
The sending of undeveloped film to places abroad by post or any other means is not permitted if it is possible to have the film developed in Newfoundland.

(2) **Moving Pictures and other film which CANNOT be developed in Newfoundland**

Moving pictures and other film which cannot be developed in Newfoundland may be sent abroad for development and return to the sender provided that:—

(a) They are of a purely personal character and do not contain views or other matter which might be of beneft to the enemy; and

(b) They are being sent to a known and reputable film company.

Each package of film must pass through the censorship office, General Post Office, before being despatched abroad, and must be accompanied by a certificate signed by the sender guaranteeing that they are of a personal character and contain nothing which might be of benefit to the enemy. The developing company must be instructed to return the developed film to the sender in care of the censorship office, General Post Office.

This notice should be copied and posted in the lobby for the information of the public.

Information Concerning Weather Conditions

It is contrary to censorship regulations to include in a telegram:—

(a) Definite information concerning existing weather conditions.

(b) A weather forecast; and

(c) Information as to general weather conditions over a period immediately past.
For example a telegram reading as follows must not be transmitted:—
"Fine weather of past week changed this morning, strong easterly wind now blowing and fog coming in stop as no change expected for day or so unlikely that I will be able to proceed for some time."
The following which gives all necessary information to the addressee would be in order:—
"Departure delayed for some time owing to weather conditions."

Officials, especially those in wireless offices, must exercise particular care in this connexion, and no telegram contravening this regulation should be transmitted.
This notice must be copied and posted in the lobby for public information.

Parcels for Great Britain Containing Cigarettes

It is notified that cigarettes of American manufacture which are enclosed in parcels for the United Kingdom, if not declared at the time of posting are liable to be confiscated by the Customs Authorities there. If declared at the time of posting Customs duty is charged to the addressee. This applies to cigarettes of American manufacture. Posters of parcels containing cigarettes of American manufacture should, therefore, be warned of this in order to prevent disappointment and loss.

ILLEGAL USE OF POST OFFICE BOXES

It has come under notice that a firm trading under the name of Jay & Jay Company of Malden, Mass., U.S.A., is circularising Postmasters in Newfoundland asking them to issue, in envelopes, price lists of goods. It is obvious from the terms of the circular addressed to Postmasters that it is the intention of this firm to avoid the payment of postage on these circulars but payments are promised to Postmasters for this evasion of postage charges. It is in fact stated in one letter from this firm to a Postmaster that "The P. O. Department you work for will not know about this, as you do it on your own time."

Postmasters are warned that these requests are illegal and must not be complied with under any circumstances. Any such requests should be sent by post, along with any copies of circulars and envelopes, to the Secretary, Department of Posts and Telegraphs, St. John's, by the next mail after receipt.

INSTRUCTIONS APPEARING IN THE POST OFFICE CIRCULAR

A case has recently been reported of a Postmaster failing to carry out the instructions on page 413 of the Post Office Circular of the 3rd November, 1938, regarding the circulation of the Post Office Circular among his staff.

This negligence on the part of the Postmaster concerned, resulted in a member of his staff resigning from the Service in order to enlist without obtaining the prior permission of the Secretary, as instructed on page 649 of the Post Office Circular of the 30th November, 1939. Fortunately the official called at the Head Office and the error was rectified.

Immediately on receipt of the Circular each Postmaster should read it through carefully and initial it to shew that he has read it. He should then circulate it to each member of his staff (where there is more than one official) and they should initial it to shew that they have read it.

Any point in doubt should be taken up by letter with Head Office.

If any further cases are brought to notice, of Postmasters failing to circulate the Circular, severe disciplinary action will be taken.

TRANSFERS TO GRADED POSTS

The following regulations will cover transfers from posts carrying a fixed salary to posts on a graded salary.

1. **Fixed Salary less than Minimum of Scale**

The official will enter at the minimum of the scale. Increments will fall due on the anniversary of the date of transfer in succeeding years.

2. **Fixed Salary equal to or greater than Minimum of scale**

If the official has been in receipt of the fixed salary for a period of twelve months or more he will be granted one increment on transfer, and his future incremental date will be the anniversary of the date of his transfer.

If the official has been in receipt of the fixed salary for less than twelve months he will enter the scale at his fixed salary and continue at that salary until he will have completed twelve months at that salary, after which date he will be granted his first increment and his future incremental date will be the anniversary of the date of granting the first increment.

The granting of increments is, of course, subject to satisfactory performance of duties.

MAILS

Postage on Parcels Addressed to Members of the Canadian Active Service Force

Postmasters will please note that all parcels addressed to members of the Canadian Active Service Force "in care of the Base Post Office, Canada" should carry in addition to the normal postage extra postage at the following rates:

On parcels up to 3 lbs	12 cents
Over 3 lbs up to 7 lbs.	24 cents
Over 7 lbs. up to 12 lbs.	36 cents

These surcharges are made in respect of transit charges payable by this Administration to the Canadian Administration for onward transmission of parcels to England in case the addressees have proceeded overseas.

All Mail for members of the Canadian Active Service Force should be addressed as follows:—

Already Overseas or
En Route Overseas —% Base Post Office,
Canada.

Located at Training Camp— —Postal Address of Training
In Canada. Camp in Canada.

In all cases the following information must be given:—

Regimental Number

Rank and Name

Full name of Regiment or Unit.

C. A. S. F.

ACCOUNTING

Paid Telegraph Transfers

Despite the instructions issued on page 35 of the Post Office Circular of the 14th January, 1937, and page 404 of the Circular of the 13th October, 1938, some Postmasters continue to send to Head Office the duplicate copy of the instruction to pay, retaining in their files the original copy signed by the payee.

Postmasters are again reminded that the original copy of the message properly receipted by the payee must be forwarded to Head Office. Failure to obey this instruction causes unnecessary work and delay in Head Office, in returning the duplicate copies to the office at fault and waiting for the original copy to be sent back.

Stolen Canadian Postal Money Order Forms

The following Canadian Postal Money Order Forms have been reported stolen:—

Vancouver Sub Office 33 B.C. .... Nos. 6251-7200 inclusive
Le Ferme P.Q. ...., Nos. 143- 200 inclusive.

The above orders if presented at a Newfoundland Office must not be paid. Postmasters should follow the instructions given on page 31 of the Post Office Circular of the 7th January, 1937, and page 58 of the Post Office Circular of the 11th January, 1937.

POST OFFICE CIRCULAR.

THURSDAY, 21st MARCH, 1940

Issued by the Secretary to the Department of Posts and Telegraphs, St. John's, Newfoundland.

OBITUARY

The Department regrets to announce the death by drowning on Saturday, the 2nd March, of Mr. Peter Singleton, mail courier from North Harbour, P.B., to Colinet. At the time of his death Mr. Singleton was carrying mail from North Harbour to Colinet.

The Secretary would like, at this time, to pay tribute to all mail couriers who perform so splendidly their duties of carrying His Majesty's mail with a minimum of delay.

RESIGNATION

Point Crewe ..... Miss Dorothy Ayres, Postmistress and Telephone attendant, effective the 15th April 1940. Salary $36.00 per annum. Vacancy not advertised.

MAILS

Postage on Parcels Addressed to Members of the Canadian Active Service Force

Correction:

In this table of surcharges payable on parcels addressed to members of the Canadian Active Service Force "in care of the Base Post Office, Canada" on page 711 of the Post Office Circular of the 14th March the following rates are given:—

"On parcels	up to 3 lbs.	12 cents
Over 3 lbs.	up to 7 lbs.	24 cents
" 7 lbs.	up to 12 lbs.	36 cents"

This should read:—

"On parcels	up to 3 lbs.	12 cents
Over 3 lbs.	up to 7 lbs.	24 cents
" 7 lbs.	up to 11 lbs.	36 cents

The limit of weight for parcels addressed "in care of the Base Post Office, Canada" is 11 lbs."

Postmasters will please make the necessary correction.

Small Packet Service to Places Abroad

There is reason to believe that the Staff is not sufficiently aware of, and therefore does not bring to the notice of the public, the fact that there is a Small Packet Service to many places abroad. The result is that the public often uses the parcel post service through ignorance of the fact that the cheaper Small Packet Service is available.

The following instructions, issued on page 26 of the Post Office Circular of the 31st December, 1936, governing the Small Packet Service, are reprinted for the benefit of Postmasters:—

> "The Small Packet Service is intended to afford facilities for the transmission of small articles of merchandise in the letter mails. The rate of postage is two cents for

each two ounces or fraction thereof with a minimum postage of ten cents for any small packet. Under the International Regulations the postage must be fully prepaid by the sender. The following is the table of postage for the service:

From 1 ounce to 10 ounces	10 cents (minimum)
Over 10 and up to 12 ounces	12 cents
Over 12 and up to 14 ounces	14 cents
Over 14 and up to 16 ounces	16 cents
Over 16 and up to 18 ounces	18 cents
Over 18 and up to 20 ounces	20 cents
Over 20 and up to 22 ounces	22 cents
Over 22 and up to 24 ounces	24 cents
Over 24 and up to 26 ounces	26 cents
Over 26 and up to 28 ounces	28 cents
Over 28 and up to 30 ounces	30 cents
Over 30 and up to 32 ounces	32 cents

The limit of weight is 2 lbs.

Dutiable articles may be enclosed in small packets but otherwise the prohibitions applicable to the letter post also apply to this service. In addition the following are specially excluded from transmission in small packets:—

Letters, notes or documents having the character of actual and personal correspondence (this prohibition does not apply to open invoices reduced to the simplest form, the address of the article and the sender's address); coin; banknotes, currency notes; negotiable instruments payable to bearer; platinum, gold or silver, manufactured or not; precious stones; jewels and other valuable articles; postage stamps or forms of prepayment whether obliterated or not, or any paper representing a monetary value.

Small packets containing dutiable articles are subject to the Customs regulations in the country of destination; and a postal fee for Customs clearance may be charged on each packet on which Customs duty is levied. The fee for the clearance of such packets entering this country is fixed at 10 cents.

Small packets are subject to the regulations laid down for samples of merchandise as regards form, make-up and packing (e.g., they must be sent in such a manner as to be easy of examination). In addition the name and address of the sender must be shown on the outside of the packet; and each packet should be conspicuously marked "Small Packet" in the left-hand top corner.

A green label giving particulars of the contents for customs purposes must be affixed to the address side of each packet, and in addition, one Customs Declaration Form must be enclosed in the packet.

In the case of all such packets and registered packets addressed to Holland, the Customs Declaration must be securely attached to the outside of the packet.

Small packets cannot be insured but they may be registered. The registration fee is ten cents in addition to the postage.

Small packets **cannot** be sent to the following countries:—

Alaska
Albania
Barbados
Bermuda
Bolivia
British Guiana
Bulgaria
Canada
Chili
China
Colombia
Costa Rica
Cuba
Ecuador
Egypt
El Salvador
Estonia
Falkand Islands
Finland
Iceland
India
Iraq
Italy
Jamaica
Kenya and Uganda
Latvia
Liberia
Lithuania
Madagascar
Malay States
Malta
Norway
Palestine
Panama
Porto Rico
Paraguay
Peru
Persian Gulf (Offices)
Portugal
St. Pierre and Miquelon
St. Thomas
St. Vincent
South Africa
Sudan (Anglo-Egyptian)
Tanganyika
United States
Union of Soviet Socialist Republics
Uruguay
Venezuela

TELEGRAPHS

Overnight Telegrams

The following instruction was sent to all offices in the Public Despatch of the 23rd February, 1940:

> "Overnight telegrams must be delivered in accordance with regulations as contained in paragraph three, governing same, shewn on page 679 of the Post Office Circular of the 18th January, and not on the same date as telegrams were handed in.
>
> "Several breaches of these regulations have been observed, and in order that no cause for oversight should exist in future, the indicator **"ONT"** must be transmitted as the first word in the address as well as after the check."

ACCOUNTING

Stolen U.S.A. Postal Money Order Forms

The following U.S.A. Postal Money Order Forms have been reported stolen:—

Dallas, Tex Sta. 2 ..... Nos. 57919-58000 inclusive

The above Orders if presented at a Newfoundland office must not be paid. Postmasters should follow the instructions given on page 31 of the Post Office Circular of the 7th January, 1937, and page 52 of the Post Office Circular of the 11th February, 1937.

Endorsement of Money Orders and Cheques

The attention of Postmasters generally is directed to pages 268, 435 and 515 of the Post Office Circular, regarding the endorsement of cheques and Money Orders sent in to Head Office.

Despite the repeated instructions, many Money Orders and cheques are received at Head Office improperly endorsed.

All cheques should be endorsed by the payee, but if the payees cannot write the endorsement must be made by mark and witnessed by two persons giving their full address, in the following manner:—

his
John X Smith
Mark

Witness James Brown,
Epworth.

John Jones,
Epworth.

The same regulation applies to Money Orders, but is not strictly adhered to by some Postmasters.

This is very noticeable with regard to "Telegraph Money Orders" which often bear signatures other than the payees.

Regardless of the fact that the Postmaster recognizes the person calling for payment, as a relation of the payee's, the agent should show some authority from the payee to collect the amount and the paid telegraphed order should be endorsed with the payee's name "per" that of the agent.

If this procedure is not carried out the orders will invariably be returned for proper endorsement, when received at Head Office with accounts.

All Expenditure Must be Authorized

The following notice appeared on page 320 of the Post Office Circular of the 19th May, 1938:

> "Renewed attention is drawn to Secretary's Circular No. 5 of the 4th December, 1934, in which it was laid down that no expenditure should be incurred unless formal authority had first been given by the Secretary.
>
> "If this instruction is not observed the expenditure incurred without authority is liable to be charged against the office responsible."

Postmasters will please take care that they obey this instruction and do not incur any unauthorized expenditure.

POST OFFICE CIRCULAR.

THURSDAY, 28th MARCH, 1940

Issued by the Secretary to the Department of Posts and Telegraphs, St. John's, Newfoundland.

OBITUARY

The Department regrets to announce the death at Port Saunders on the 18th March, 1940, of Miss Alma Breton, Postmistress at Port auChoix. Miss Breton entered the service the 1st July, 1937.

CENSORSHIP

Parcels for Great Britain Containing Cigarettes

With reference to the Post Office Circular of the 14th March, Page 710, it is now notified that cigarettes manufactured in the United States, contain tobacco to which sweetening matter or other ingredients have been added during the process of manufacture. The importation of such sweetened cigarettes into the United Kingdom is prohibited, and any such cigarettes found in parcels are, therefore, confiscated, even if declared at the time of posting. This notification corrects the original notice in the Circular referred to.

Communication With Persons in Enemy Territory

Arrangements have now been made whereby persons in Newfoundland may communicate with friends or relatives in enemy or enemy occupied territory. Regulations governing such communications have appeared in the press and are given below. In any matter of doubt Postmasters should communicate with the Asst. Censor, G.P.O.. The notice must be copied and posted in the lobby for the information of the public:

NOTICE

Postal Communication With Persons in Enemy or Enemy Occupied Territory

Persons wishing to communicate with friends in enemy countries or a country in the occupation of the enemy may do so by post, subject to the following regulations:—

(1) Letters should be written in English or German **without the address of the sender**, and must contain nothing but matter of personal interest. No enclosure of the following nature is permitted: any printed matter, map, plan, sketch, drawing, print, photograph or other descriptive or pictorial representation, or postage or revenue stamp. No reference should be made to any phase of the war. No mention may be made in such letters, of the procedure followed in connection with their transmission.

(2) Communications must be as brief as possible in order to avoid delay in censoring.

(3) Letters must be placed in an open envelope, fully addressed to the addressee.

(4) The envelope containing the letter should be placed in an outer envelope and posted or delivered to the Censorship Office, G.P.O., St. John's, together with a memorandum plainly written, containing **in block characters** the name and full address of the sender and an open addressed envelope for the forwarding of a reply, should one be received. The correspondent in Germany should be informed, if he wishes to send a reply, that the reply should be addressed to the sender care of Post Box 601, Amsterdam, Holland. The address of the sender must not be mentioned.

(5) The communication to Censorship Office must enclose Money Order for 50c. (stamps or International Coupons cannot be accepted), which fee will cover:—

(a) The postage of one envelope containing one communication to the neutral country.

(b) Postage from the neutral country to the enemy country.

(c) In case a reply is sent from the correspondent in the enemy country, the fee also includes return postage from the neutral country to Newfoundland.

(d) Letters exceeding one ounce in weight will be subject to an additional charge.

(6) Money cannot be sent to Germany in letters as mentioned above.

(7) Private communication with persons residing in enemy territory by means other than those given above is not allowed.

Telegrams

With reference to the notice appearing on Page 705 of the Post Office Circular of the 7th March, 1940, concerning the censorship of letters and telegrams, it has now been decided to permit information concerning the movements of **Neutral** ships in telegrams addressed to Lloyds, London.

BILLS FOR PAYMENT

It has been noted recently that bills are being presented on this Department's bill heads to this Department for payment.

Postmasters are instructed that they are **not** to provide official stationery for the preparation of bills payable to private individuals. The person to whom payment is due should be advised to prepare his bill on his own business or private stationery and present it to the Postmaster for certification and forwarding to Head Office for payment.

TELEGRAPHS

Mother's Day Special Service

The festival of Mother's Day will be celebrated on the second Sunday in May as usual, which this year falls on the 12th.

The Special Telegraph Fixed Text Service and rates will take effect as from 9 a.m. Tuesday, the 7th, until closing hour Saturday, the 11th May.

Special forms having a design appropriate to the festival will be distributed to all offices. Attractive posters are being sent to the larger telegraph offices to be displayed in a prominent place on the public side of the Post Office.

Co-operating with the Commercial Cable Company and the Anglo-American Telegraph Company the local fixed text series of messages has been withdrawn, and the messages used by these cable companies for overseas telegrams have been adopted by this Department. This provides one list of messages to choose from, to all points including Labrador, Canada, the United States, Great Britain, Ireland and European countries admitting same.

To round out the territory served by this Department's landline and wireless systems, Labrador is included in Mother's Day Greeting Service to points outside of Newfoundland's service.

The following are the fixed text messages appropriate to the occasion:—

1. Mother's Day Greetings and Best love.
2. Greetings and love to-day and every day.
3. Hearty good wishes on Mother's Day.
4. Best love to the best of Mothers.
5. Greetings on Mother's Day and love to all.
6. Mother's Day Greetings, love to all at home.
7. A thought on Mother's Day and Love.
8. God be with you to-day and always.
9. Greetings and love to my best girl.
10. With you to-day in loving thought.

Acceptance

The Senders will write the address and signature to be transmitted on the usual telegraph sending form and insert the number of the message chosen instead of writing the message in full. The sender's name and address must be written on the message for identification purpose.

Transmission

In sending the fixed text message the filing date should not be shown (except as otherwise specified under the heading of **accounting**) and the number of the message selected by the sender for delivery is to be transmitted in place of the check and after the indicator GTG, thus "GTG 4" meaning greeting rate, message number 4.

Delivery

Where there is no typewriter the messages should be written in ink in neat handwriting on the special Mother's Day greeting form, and enclosed in the Gold greeting envelope.

Stocks

It is difficult to estimate precisely the number of forms needed for each office, and the quantity sent out is based on the number used the previous year with a small percentage added to take care of possible increase of business.

If an office runs out of special forms the telegram should be delivered on an ordinary telegraph form and additional stock obtained from a near office having a surplus, or direct from Head Office. On receipt of same a copy should be delivered to the addressee on the special form.

Accounting

All local fixed text messages which will be undated must be accounted for on the last day of the period, 11th May, and treated as if accepted on that date.

Messages for Labrador and countries outside Newfoundland as well as all telegrams of senders own composition bearing Mother's Day greetings, will be dated and accounted for on the date of acceptance.

In all other respects the same rules as for Easter will apply. See page 695 of the Post Office Circular of the 15th February, 1940.

Rates on Fixed Text Messages

To all Newfoundland Points	.15c
" Labrador (Battle Harbour, Port Hope Simpson, Cartwright, Hopedale, North West River	.30
" United States	.65
" Canada (Ontario and places East of Ontario)	.65
" " (Manitoba and places West of Manitoba)	.80
" European countries admitting same	1.10

Messages of Sender's Composition

To Points in Newfoundland and Labrador ... Ordinary Rates
" Canada ... Ordinary Rates
" United States: A message of fifteen words or less at 80 cents, and 4 cents for each additional word (Indicator XLT).

LABRADOR RATES

A through rate between Labrador points and places outside Newfoundland is computed by adding 15 cents to the Newfoundland rates.

Fixed Text (Indicator GTG)

Labrador to Newfoundland Points	.30c
" " United States	.80
" " Canada (Ontario and points East of Ontario)	.80
" " " (Manitoba and points West of Manitoba)	.95
" " European countries admitting same	1.25

Sender's Composition Indicator XLT

Labrador to Newfoundland points: Full rate.
" " Canada: Ordinary rates.
" " United States (XLT) 95 cents for fifteen words or less and 5 cents for each additional word.

ACCOUNTING

Stolen U.S.A. Postal Money Order Forms

The following U.S.A. Postal Money Order Forms have been reported stolen:—

Quitman, La. ... Nos. 78529-80000 inclusive

The above Orders if presented at a Newfoundland Office must not be paid. Postmasters should follow the instructions given on Page 31 of the Post Office Circular of the 7th January, 1937, and Page 52 of the Post Office Circular of the 11th February, 1937.

Errors in Money Order Work

The following is a list of Post Offices where officials were responsible for four or more errors in Money Order service during the month of January, 1940:

Office	No. of Errors	No. Orders Issued and Paid During January
Badger	4	179
Bishop's Falls	4	265
Buchans	6	1244
Conche	4	61
Corner Brook	4	1353
Englee	5	32
Fortune Harbour	5	77
Gambo	5	166
Garnish	4	93
Grand Falls	4	1010
Hampden	6	56
Hodge's Cove	5	43
Lewisporte	5	202
Little Paradise	4	79
Moreton's Harbour	6	53
Pacquet	4	47
Port Saunders	4	82
St. Jacques	4	68
St. John's West	6	61
		5176

Total number of Orders issued during January	19785
Total number of Orders paid during January	10392
	30177

Total number of errors ... 306
Percentage of errors ... 1.01
i.e. approximately 10 errors for each 1,000 Orders issued and paid.

Total number of figure errors ... 224
Percentage of figure errors ... .74
i.e. approximately 7 errors for each 1,000 Orders issued and paid.

POST OFFICE CIRCULAR.

THURSDAY, 4th APRIL, 1940

Issued by the Secretary to the Department of Posts and Telegraphs, St. John's, Newfoundland.

THE POST OFFICE CIRCULAR CONTAINS INFORMATION OF VALUE TO THE STAFF. POSTMASTERS AND THEIR STAFFS SHOULD READ EACH ISSUE CAREFULLY.

APPOINTMENTS

Channel ..... Mr. Charles Lomond to be Messenger as from the 1st April, 1940

Buchans ..... Mr. Leonard Walsh to be Messenger as from the 1st April, 1940.

Windsor ..... Mr. John Cardoulis to be Messenger as from April, 1940.

RESIGNATION

Great Burin ..... Miss H. Dancey, Postmistress and Operator, effective the 15th April, 1940. Miss Dancey is resigning to be married.

TRANSFER

Newfoundland Airport ..... Mr. A. F. Molloy, Postmaster at Bay Bulls, to be Postmaster and Operator as from the 1st April, 1940.

VACANCIES

Bay Bulls ..... Applications addressed to the Secretary, Department of Posts and Telegraphs, will be received up to the 23rd April for the position of Postmaster and Operator. Salary $420.00 per annum, unless the successful applicant is a female resident of Bay Bulls, when the salary will be $360.00 per annum. Morse telegraph qualifications essential.

Great Burin ..... Applications addressed to the Secretary, Department of Posts and Telegraphs, will be accepted up to the 23rd April, 1940, for the position of Postmaster and Operator at Great Burin. Salary $420.00 per annum, unless the successful applicant is a female resident of Great Burin, in which case the salary will be $360.00. Morse telegraph qualifications essential.

Applicants should state name in full, date of birth, educational qualifications, departmental experience, whether married or single, and the names of two persons outside the service to whom application may be made with reference to character. The successful applicants will be required to furnish certificates of medical fitness. Officials already in the service, desiring to offer themselves for the above vacancies must do so through their immediate superior officer, giving all the particulars requested above.

STORES

Bills in Duplicate

The attention of Postmasters is directed to the notice on Page 385 of the Post Office Circular of the 15th September, 1938, under the heading "Bills." It is of particular importance that bills for materials authorized by the Controller of Stores, should be forwarded in **DUPLICATE.** The sending of only original bills to the Controller of Stores results in unnecessary work at Head Office.

Requisitions

All requisitions for Stores should be addressed to the "Controller of Stores, G.P.O., St. John's" Some Postmasters continue to send requisitions for stove pipes, canvas, etc., to the Director of Postal Services or to the Assistant Secretary and to make requisition to the Chief Accountant for Money Order Books. This misdirecting of requisitions often results in their not being met in time for the return mail. In the case of South Coast offices, this may result in supplies being delayed three weeks or more. Store Requisition Form No. 1269 should be used for all requisitions.

Unused Equipment

All unused telephones, radio receivers and transmitters should be returned to the "Controller of Stores, G.P.O., St. John's", as previously instructed. The keeping back by Postmasters of unused equipment results in unnecessary capital outlay by the Department in buying new equipment. In times of National Emergency, it is of the utmost importance that the Department's expenditure be kept to a minimum.

MAILS

Duty Parcels—Return, Redirection, Etc.

The attention of Postmasters is directed to the fact that during recent months Duty Parcels have been irregularly transferred and/or forwarded from one office to another without the necessary authority from the Head Postmaster. Full instructions for the redirection of duty parcels are given on Page 690 of the Post Office Circular of the 8th February, 1940.

Failure to obey these instructions results in unnecessary work in the Accounts Branch and unnecessary correspondence tracing the re-directed parcels and will result in a fine of 10 cents for each parcel so redirected being imposed on the offending Postmaster.

TELEGRAPHS

Traffic

The total number of paid telegrams transmitted during February, 1940, was 28,112, of which 1,260 were sent by the Priority Service and 1,157 were sent by the Overnight Telegram Service.

The total number for February, 1939, was 24,563, of which 1,106 were sent by the Priority Service.

The total number of service messages for February, 1940, was 4,274 as compared with 3,907 for February, 1939.

The total number of DH messages for February, 1940, was 1,387 as compared with 1,213 for February, 1939.

Renewed attention is called to the necessity for using the service message and DH message systems only in cases of emergency.

The public message service consisted of 6,019 words, which is equivalent to 4,010 telegrams, a decrease of 2,370 telegrams as compared with February 1939.

Errors, Delays and Failures

During the month of February there were recorded 4 errors, 2 delays and 3 failures.

ERRORS

Between St. John's and Bonne Bay	1
" Harbour Buffett and Placentia	1
" Corner Brook and St. John's	1
At St. John's	1

DELAYS

At Lewisporte	1
" Flowers Cove	1

FAILURES

At Elliston	1
" St. John's	1
" Port Blandford	1

Fines of ten cents each were imposed on Mrs. K. Porter, Elliston, and Mr. A. Stanford, Port Blandford, for failure of service. Mr. W. Ingram, Harbour Buffett, and Mr. L. Vallis, Placentia, were fined ten cents each for errors in figures.

The responsibility of the failure at St. John's cannot be placed.

ACCOUNTING

Radio Receivng Licences

Postmasters are advised that the licence fee of $2.00 must be collected in respect of each car radio, as well as in respect of each receiving set, in working order, owned by a licensee. That is, if a person has three radios, one in his car and two in his home, he must buy three separate licences.

Money Orders Issued in the United States for Payment in Newfoundland

With reference to the notice appearing on Page 687 of the Post Office Circular of the 1st February, 1940, under the above heading, Postmasters are now advised that as from the 18th March, 1940, Money Orders issued in the United States for payment in Newfoundland will be sold at a discount of 12% instead of 10%. That is, a remitter in the United States will pay 88 cents in American funds for a Money Order payable in Newfoundland for $1.00 (Canadian Money).

Stolen U.S.A. Postal Money Order Forms Recovered

The following U.S.A. Postal Money Order Forms reported stolen in the Post Office Circular on Pages 715 and 720, respectively, have now been recovered:—

Dallas, Sta. 2, Tex	Nos. 57919-58000 inclusive
Quitman, La.	Nos. 78529-80000 inclusive

Stolen U.S.A. Postal Money Order Forms

The following U.S.A. Postal Money Order Forms have been reported stolen:—

Lemoncove, Calif.	Nos. 67049-67055 inclusive

The above Orders, if presented at a Newfoundland office, must not be paid. Postmasters should follow the instructions given on Page 31 of the Post Office Circular of the 7th January, 1937, and Page 52 of the Post Office Circular of the 11th February, 1937.

MATTERS BROUGHT TO NOTICE BY INSPECTORS

Checking Cash and Stocks

It has been reported that despite the instructions on Page 459 of the Post Office Circular of the 19th January, 1939, some Postmasters fail to check their cash and stock daily and systematically.

The instructions on Page 459 are reprinted:—

In order to do this, Postmasters should place in the counter drawer every morning the amount in stamps and cash which they consider will be required for the day's business. If additional stamps are needed during the day, they should be purchased from the safe, that is, cash to the value of the stamps required should be transferred from the drawer to the safe at the same time as the stamps are taken from the safe. At the end of the day the cash and stamps in the drawer must be counted. The total should equal the cash and stamps put in the drawer in the morning, plus the value of duty parcels delivered during the day, plus the cash received for miscellaneous items such as taxed letters, plus the cash received for telegrams, plus the cash received for Money Orders less the value of Money Orders paid as shown on the Paid Sheet.

"In order to do this, Postmasters should pfficials, a drawer should be assigned to each official and an imprest of cash and stamps allowed him. The Postmaster must check each drawer daily at the close of business and transfer the cash and stocks from each drawer to the safe. No official must have access to another's drawer.

Where possible definite duties should be assigned to each official and messengers or junior officials should not be allowed to handle Money Order business.

Any Postmaster who finds difficulty in laying out a counter system which will simplify checking and establish individual responsibility for cash, stocks, registers, and insured parcels, should write the Inspectors Division, General Post Office, St. John's, stating his difficulties. A plan will then be drawn up and sent to him."

POST OFFICE CIRCULAR.

THURSDAY, 11th APRIL, 1940

Issued by the Secretary to the Department of Posts and Telegraphs, St. John's, Newfoundland

THE POST OFFICE CIRCULAR CONTAINS INFORMATION OF VALUE TO THE STAFF. POSTMASTERS AND THEIR STAFFS SHOULD READ EACH ISSUE CAREFULLY

MAILS

Offices With Similar Names

Attention is drawn to the fact that there are a large number of cases of two or more Post Offices having the same or similar names, and whenever the opportunity arises, therefore, it is the duty of Postmasters to bring this fact to the notice of the public, and to impress upon them the need for correctly addressing their mail, in order to avoid missending and delay.

In these cases, it is not sufficient for the address to contain only the name of the office of destination; it should contain also the name of the Bay or the name of the Electoral District. On Page 62 of the Post Office Circular of the 4th. March, 1937, a list of such offices was published. Below is published a supplementary list of places having similar names. Those places followed by the letter "P" are Post Offices. This list should be added to the former list.

Adey's Cove	Clarenville, T.B.
Adeyton	Hillview, T.B.
Admiral's Beach	St. Joseph's
Admiral's Cove	Cape Broyle
Admiral's Cove	Fermeuse
Brigus (P)	Port de Grave District
Brigus Junction (P)	Harbour Main District
Brigus South	Ferryland District
Broad Cove (P)	Bay de Verde
Broad Cove	King's Cove, B.B.
Daniel's Cove (P)	Bay de Verde
Daniel's Harbour (P)	St. Barbe
Daniel's Point	Trepassey
Eddie's Cove (P)	Flowers Cove
Eddy's Cove	Port au Choix
Flatrock	Carbonear
Flat Rock (P)	St. John's East
Freshwater	Bell Island
Freshwater (P)	Carbonear
New Harbour	Hermitage Bay
New Harbour (P)	Trinity Bay
St. Joseph's	Bay d'Espoir
St. Joseph's (P)	Salmonier
St. Joseph's (P)	Placentia Bay
Trinity (P)	Bonavista Bay
Trinity (P)	Trinity Bay
Trinity East (P)	Trinity Bay

Use of Registration Gummed Labels

Certain Postmasters appear to be under a misapprehension as to the proper use of the Registration of Gummed Labels. These labels are issued for the purpose of identifying the registered envelope and are not meant to be placed on enclosures. It has been noticed that some Postmasters, when forwarding remittances to the Cashier, G.P.O., place a gummed label on each remittance slip enclosed and another one on the envelope. This practice must cease and only one gummed label used on the envelope, all cash remittances enclosed in that one envelope being noted on the reports as having been despatched under that registered number.

Cessation of Winter and Commencement of Summer Courier Services

Provided the roads are open to motor traffic, the following services will be discontinued as from the dates indicated:

1. Trinity Bay South, 30th. April.
   (a) Whitbourne to Green's Harbour.
   (b) Green's Harbour to Heart's Content.
   (c) Heart's Content to Carbonear.
   (d) Heart's Content to Brownsdale.
2. Conception Bay North, 27th April.
   (a) Carbonear to Ochre Pit Cove.
   (b) Old Perlican to Ochre Pit Cove.
   (c) Grate's Cove to Old Perlican.
3. Holyrood to St. Mary's and Colinet, 30th April.
   (a) Holyrood to Salmonier.
   (b) Salmonier to St. Mary's.
   (c) Colinet to Salmonier.
4. Princeton to Keels, 30th April.
   (a) Princeton to Openhall.
   (b) Plate Cove to King's Cove.
   (c) King's Cove to Keels.

The following services will commence as from the dates indicated:

1. Trinity Bay South.
   (a) Heart's Content to Whitbourne each Tuesday and Friday, effective 3rd May.
   (b) Heart's Content to Carbonear and to Brownsdale each Monday, effective 6th May.
   (c) Heart's Content to Brownsdale each Wednesday and Saturday, effective 4th May.
2. Conception Bay North.
   (a) Carbonear to Grate's Cove each Wednesday and Saturday, effective 1st May.
3. Holyrood to St. Mary's and Colinet.
   (a) Holyrood to Colinet, Salmonier to St. Mary's, Monday and Thursday, effective 2nd May.
4. Princeton to Keels.
   (a) Princeton to Openhall, each Tuesday,
   Keels to Port Rexton, each Tuesday,
   both effective 7th May.

TELEGRAPH

Empire Press Rate

Cable and Wireless, Ltd., now advises that the Empire flat press rate of four and one half cents (4½c.) per word will also apply to Palestine, as from the 1st April, 1940.

Postmasters will please make the necessary change on Page 508 of the Tariff Supplement of the 30th March, 1939.

Certificates of Proficiency

The undermentioned candidates have successfully passed the examination for certificate of proficiency in radio telegraphy.

The last list appeared on Page 707 of the Post Office Circular of the 7th March, 1940.

1st. Class: Lloyd K. Abbott, Argentia
2nd. Class: Eric Piercey, Bay Roberts.
Harold Sodero, Harbour Breton.

Excessive Use of Materials by Wireless Offices

The attention of officials at wireless offices is drawn to the necessity for economy in the use of material, particularly A and B batteries. This is of the utmost importance under wartime conditions, when prices tend to rise rapidly, due to difference in exchange and other factors. It is believed that the officials of this Department will not fail to do their share by helping to conserve the resources of the country for use in the National War effort.

An average supply of "B" batteries should not exceed two sets per year, yet there is one office which required seven sets during the past year. "A" batteries should be expected to last at least three months, that is, four should be sufficient to do for one year. Offices have been known to use as many as twelve "A" batteries during the year. At no office should it be necessary to supply more than two sets each of receiving tubes and transmitting tubes, yet some offices use as high as ten sets of receiving tubes and six of transmitting tubes. In some cases, there is a reasonable explanation for this excessive supply of material, but in the majority of cases, no excuse can be offered, except the failure of the official concerned to exercise good judgment in the use of material and the lack of a desire to exercise economy.

ACCOUNTING

Money Orders for the U.S.A.

Despite the instructions telegraphed to all offices on the 20th and 21st October, 1939 and issued in the Post Office Circular of the 26th. October, 1939, certain offices continue to issue orders on the United States in excess of $10.00.

For the period 31st January to 8th March, 1940, officials at the following offices were at fault:

Belleoram	Lady Cove
Broad Cove	Lethbridge
Buchans	Lewisporte
Coachman's Cove	Northern Bay
Exploits	St. Jacques
Griquet	Wesleyville
Hickman's Harbour	Winterton

The renewed attention of Postmasters is drawn to the last paragraph of the notice of the 20th and 21st October:

"THE MAXIMUM AMOUNT OF A SINGLE MONEY ORDER ON U.S.A. IS TEN DOLLARS AND NOT MORE THAN ONE HUNDRED DOLLARS CAN BE ISSUED TO ANY ONE INDIVIDUAL WITHIN ONE MONTH. A STRICT CHECK MUST BE KEPT ON PURCHASES TO SEE THAT THIS REGULATION IS NOT ABUSED."

In this respect, Postmasters are also reminded:

"THAT NOT MORE THAN ONE ORDER FOR TEN DOLLARS CAN BE PURCHASED WITHIN ONE DAY BY ANY ONE PERSON."

The above restriction **does not** apply to Money Orders payable in Canada

Money Orders Issued in the United States for Payment in Newfoundland

With further reference to the notices appearing on Page 687 of the Post Office Circular of the 1st February and Page 783 of the Circular of the 4th April, Postmasters are now advised that as from the 8th April, 1940, Money Orders issued in the United States for payment in Newfoundland will be sold at a discount of 16% instead of 12%. . That is, a remitter in the United States will pay 84 cents in American funds for a Money Order payable in Newfoundland for $1.00 (Canadian Money).

Stolen U.S.A. Money Order Forms

The following U.S.A. Postal Money Order Forms have been reported stolen.

Malta Bend, Mo. ..... Nos. 116175-116200 inclusive.

The above orders if presented at a Newfoundland Office must not be paid. Postmasters should follow the instructions given on Page 31 of the Post Office Circular of the 7th January, 1937, and Page 52 of the Post Office Circular of the 11th February, 1937.

POST OFFICE CIRCULAR.

THURSDAY, 18th APRIL, 1940

Issued by the Secretary to the Department of Posts and Telegraphs, St. John's, Newfoundland.

THE POST OFFICE CIRCULAR CONTAINS INFORMATION OF VALUE TO THE STAFF. POSTMASTERS AND THEIR STAFFS SHOULD READ EACH ISSUE CAREFULLY

APPOINTMENTS

Fox Roost .... Mrs. Thelma Walters to be Telephone Attendant as from the 1st April, 1940.

DISMISSALS

Flower's Cove .... Mr. H. J. Carter, Postmaster and Operator, was dismissed as from the 19th February, 1940.

Morrisville .... Mrs. N. Rose, Postmistress and Telephone Attendant, was dismissed as from the 20th March, 1940.

Both the above officials were dismissed because of shortages in their accounts. In each case, the full amount of the shortage was repaid.

VACANCY

Flower's Cove .... Applications addressed to the Secretary, Department of Posts and Telegraphs, will be received up to the 14th May, 1940, for the position of Postmaster and Operator at Flower's Cove. Salary $420.00 per annum, unless the successful applicant is a female resident of Flower's Cove, in which case, the salary will be $360.00 per annum. Wireless Telegraph qualifications are essential.

Applicants should state their names in full, date of birth, educational qualifications, Departmental experience and the names of two people, outside the service to whom application may be made with reference to character. The successful applicant will be required to furnish a birth certificate and a certificate of medical fitness.

Officials already in the service desiring to offer themselves for this vacancy should do so through their immediate superior officer, giving all the particulars requested above.

Persons in distant settlements, who will not have time to apply by mail before the closing date, should telegraph their applications.

OFFICE OPENED

Fox Roost .... A Postal Telephone office was opened at Fox Roost on the 1st April, 1940. Telegraph traffic will circulate by telephone through Channel. The nearest Post Office is **Isle au Morte**, and the nearest Money Order Office is **Channel.**

CHANGE IN OFFICE STATUS

Morrisville ....Money Order facilities were withdrawn from Morrisville on the 20th March, 1940. The nearest Money Order office is now St. Alban's.

CENSORSHIP

The following additional Censorship Regulations have been made necessary by recent developments in Europe:—

1. **Telegraphs.**

All telegrams addressed to Denmark, Norway, Sweden, Finland, Latvia, Estonia and Lithuania, must, until further notice, circulate via England. All three cable companies can provide this facility.

2. **Mails.**

No person may transmit money or valuable securities by post to an address in Denmark or to an address in any other country for the benefit of, or for transmission to any resident of Denmark.

POST OFFICE SAVINGS BANK

Interest on Deposits

The Governors of the Newfoundland Savings Bank announce the following rates on deposits effective the 1st May, 1940:—

ON PERSONAL ACCOUNTS, INCLUDING PRIVATE TRUST ACCOUNTS	
On amounts up to $5000.00	3 %
On amounts between $5000.00 and $7,500.00	2½%
On amounts between $7,500.00 and $10,000.00	2 %
On amounts in excess of $10,000.00	1½%
ON CORPORATION AND BUSINESS ACCOUNTS	
On amounts up to $10,000.00	1½%
On amounts in excess of $10,000.00	1 %

As from the 1st May, 1940, these interest rates will be allowed on deposits in Post Office Savings Banks.

ENLISTMENT FOR WAR SERVICE

The following instruction has been issued by the Department of Finance:—

"Civil Servants who have enlisted for service with H. M. Forces will be entitled to salary in respect of any portion of the leave accrued to date of embarkation, which has not been drawn by them at that date."

MAILS

Care in Assorting

Despite the instructions on Pages 338, 369 and 614 of the Post Office Circular, several cases of misassorting have come to notice recently. These cases are all apparently due to carelessness on the part of the officials concerned.

The following are a few examples:—

Bay de Verde misassorted to St. John's.

"Winterton," Winter Ave., St. John's, misassorted to Winterton, T.B.

Elliott's Cove, T.B., misassorted to Bonavista.

The misassorting of mail causes considerable inconvenience to the public by the undue delay in its delivery, and in addition, reflects unfavourably on the efficiency of the Department.

Those members of the staff engaged in assorting work are enjoined to read these instructions again, and to make themselves thoroughly acquainted with them.

TELEGRAPHS

Easter Greeting Traffic

During Easter, the Department dealt with 8,454 Greeting Messages as against 7,632 in the Easter period of 1939, an increase of 822 messages. 613 of these were at ordinary rates, 240 with Labrador points and 382 cable greetings. At St. John's 881 messages were taken in over the counter and 1,680 messages were delivered, a decrease as compared with 1939 of 281 messages.

Traffic

The total number of paid telegrams for March was 41,118, of which 1,474 were sent by the Priority Service and 500 by the Overnight Telegram Service.

The total number for March, 1939, was 27,918, of which 1,335 were sent by the Priority Service.

This shows an increase of 13,200 messages for the month of March. Excluding the Easter Traffic, the actual increase was 4,746 messages over March, 1939.

The total number of service messages for March, 1940, was 4,179, as compared with 5,393 for March, 1939.

The total number of DH messages for March, 1940, was 1,406, as compared with 1,346 for March, 1939.

Renewed attention is called to the necessity for using the service message and DH message systems only in cases of emergency.

The public message service consisted of 5,507 words, which is equivalent to 3,670 telegrams, a decrease of 4,660 telegrams as compared with March, 1939.

Errors, Delays and Failures

During the month of March there were 3 errors, 4 delays and 1 failure.

ERRORS:

Between Grand Bank and Placentia 1
Between Grand Falls and St. John's 1
Between Clarke's Beach and St. John's 1

DELAYS:

At St. John's 3
Between Grand Bank and Placentia 1

FAILURES:

At Topsail 1

Fines of ten cents were imposed on Mr. G. White, St. John's, for error in figures and on Mr. V. Tilley, Topsail, for failure of service.

ACCOUNTING

Radio Licences

Complaint has been made that some Postmasters continue to forward illegible duplicate copies of radio licences to Head Office, despite the instructions on Pages 536 and 548 of the Post Office Circular. Such copies are of no value. **Duplicate licences should shew all the particulars that appear on the originals, including the full address of the licensee.**

This failure in not forwarding legible duplicates results in unnecessary work and delay at Head Office in returning the copies to the office of issue.

It is recommended that all particulars should be written on licences in **BLOCK CAPITALS.**

Remittances

It has been noted that some Postmasters forward remittances of cash to the Cashier accompanied by the wrong form.

The following remittance forms should be used for all cash remittances to the Cashier:—

Form No. 1045 for Duty Account only.
Form No. 1046 for General Accounts (Stamps, etc.).
Form S.B. 19 for Savings Bank Account only.

Requisition for forms 1045 and 1046 should be made to the Controller of Stores and for form S.B. 19 to the Chief Accountant.

ALL REMITTANCES SHOULD BE ACCOMPANIED BY THE PROPER FORM.

Stolen U.S.A. Postal Money Order Forms

The following U.S.A. Postal Money Order Forms have been reported stolen:—

Fairview, Kans.	Nos. 58948-59000 inclusive
Georgetown, Southwestern Stn., Tex.	Nos. 7804- 8000 inclusive
Milestone, Miss.	Nos. 22890-22892 inclusive

The above orders if presented at a Newfoundland office must not be paid. Postmasters should follow the instructions given on Page 31 of the Post Office Circular of the 7th January, 1937, and Page 52 of the Post Office Circular of the 11th February, 1937.

POST OFFICE CIRCULAR.

THURSDAY, 25th APRIL, 1940

Issued by the Secretary to the Department of Posts and Telegraphs, St. John's, Newfoundland

THE POST OFFICE CIRCULAR CONTAINS INFORMATION OF VALUE TO THE STAFF. POSTMASTERS AND THEIR STAFFS SHOULD READ EACH ISSUE CAREFULLY

LEAVE

Postmasters are again reminded that they are not to absent themselves from duty without first obtaining permission from Head Office. When leave is granted officials must resume duty at the expiration of leave.

BILLS FOR PAYMENT

It frequently happens that bills for relief are forwarded not properly prepared. The following instructions are repeated:

"1. Relief officials engaged at a monthly rate will be paid in the proportion of the number of days they are engaged to the total number of days in that month. For example, a person engaged from 7th to 20th December inclusive at $40. per month would receive fourteen thirty-firsts of forty dollars. A person engaged from 7th to 20th June inclusive at $40. per month would receive fourteen thirtieths of forty dollars.

2. Relief officials engaged at a daily rate will be paid only for the days on which they work. For example, a person engaged from 7th to 20th December inclusive, where he is not required to work Sundays, would receive 12 days pay.

3. In all cases bills must be prepared by the person presenting them, who must shew on the bill the period during which he works.

The Postmaster must then shew the order number on the bill, state the period during which the expenditure was incurred, check the calculation of the amount of the bill as in 1 or 2 and certify the bill as being correct in all respects."

Bills must shew the dates between which relief was engaged.

MAILS

Compulsory Registration

The transmission through the post of money in the form of coin or notes is prohibited unless the letter in which the money is contained is registered.

Any unregistered letter which contains coin or notes, such being evident from its external appearance or feel, (without the necessity of tampering or opening which is forbidden) must be registered by the Post Office official noticing it, and in all subsequent stages of its treatment up to the time of its delivery to the addressee it must be dealt with as a registered item. It must be surcharged with the amount of the registration unless it bears postage stamps sufficient to cover wholly or in part the amount of this fee. The surcharge or deficiency must be collected from the addressee on delivery.

Any unregistered letter which bears the word "Registered" or similar word or words to indicate that the sender desires it to be registered should be registered by the Post Office official noticing it and similarly dealt with as regards surcharge as indicated in the previous paragraph. This applies, of course, also to the official registered envelopes recently introduced. If, through inadvertence or ignorance of the sender, one of these envelopes is posted ordinarily instead of being given to a Post Office official for registration and receipt, it should be compulsorily registered immediately.

The following notice is published for the guidance of the public and should be copied neatly in ink, if a typewriter is not available,

NOTICE

Regulations Covering the Transfer of Money by Mail

Coin and/or Bank Notes must not be mailed by ordinary letter or parcel post mail but should be sent by REGISTERED LETTER MAIL, only.

Coin for delivery in Newfoundland should be securely wrapped and enclosed in one of the Department's Registered envelopes which should be passed to the receiving Postmaster who will register it and give a receipt for same.

Bank Notes should also be forwarded in one of these envelopes in the same manner.

The Department will not accept responsibility for the loss of money which is not mailed in accordance with these regulations, and any ordinary letter suspected by the Postmaster to contain coin or bank notes will be compulsorily registered by the Postmaster and the registration fee collected from the addressee, but no compensation will be made for any loss sustained.

It is contrary to Postal Regulations to forward coin by mail outside Newfoundland.

The Money Order Service offers the safest means of transferring money for delivery in Newfoundland or abroad.

The above instructions appear on page 365 of the Post Office Circular dated 11th August, 1938, and page 469 of the Post Office Circular dated 9th February, 1939.

Postage on Parcels Addressed to Members of the Canadian Active Service Force

The postage rates given on pages 711 and 713 for parcels addressed to Members of the Canadian Active Service Force are to be cancelled and the following substituted:—

Effective immediately parcels addressed to Members of the Canadian Active Service Force in care of the Base Post Office, Canada, should carry extra postage at the rate of **12 cents for each pound,** in addition to the normal postage on parcels to Canada, that is, postage at the rate of 26 cents per pound must be charged.

The limit of weight is 11 pounds.

The postage chargeable on parcels from 1 to 11 pounds weight is shewn below:

Up to 1 pound	.26	cents
" " 2 pounds	.52	"
" " 3 pounds	.78	"
" " 4 pounds	$1.04	"
" " 5 pounds	1.30	"
" " 6 pounds	1.56	"
" " 7 pounds	1.82	"
" " 8 pounds	2.08	"
" " 9 pounds	2.34	"
" " 10 pounds	2.60	"
" " 11 pounds	2.86	"

Postmasters will be charged with any deficiency on such parcels.

Empty Mail Bags

It has come to notice that a large number of offices are keeping on hand empty mail bags in excess of their requirements.

As a greater number of bags containing mail are received than despatched it is obvious that there is no necessity for such a hold-up of empty bags.

Postmasters are requested to see that each mail despatched to St. John's includes all the empty mail bags on hand. Exception may be made for offices which distribute mail for other offices, in which case not more than one for each office should be held.

Change in Conception Bay Branch Line Schedule

Commencing the 19th April, trains will leave St. John's for Carbonear, and Carbonear for St. John's, as shewn in the following schedule:

Leave St. John's	9.00 A.M.	Saturday,	Monday,	Tuesday,	Thursday
Arrive Carbonear	1.46 P.M.	"	"	"	"
Leave Carbonear	3 20 P.M.	"	"	"	"
Arrive St. John's	8 10 P.M.	"	"	"	"

Trains from St. John's 9 A.M. Friday and 6 P.M. Saturday, and from Carbonear 7 A.M. Saturday are cancelled.

Cessation of Winter and Commencement of Summer Courier Service

Correction in Summer Courier Service Princeton to Keels, which appeared on page 726 of the Post Office Circular 11th April.

(a) Princeton to Openhall, each Tuesday.

(b) Plate Cove to Keels, " "

Both effective 7th May.

TELEGRAPHS

Commercial Cable Company Office Opened at Cardiff, Wales

The Commercial Cable Company advises that a new Commercial Cable Office was opened at No. 6 Mount Square, Cardiff, Wales, on the 8th April. Office hours 8.30 a.m. to 6 p.m. Monday to Friday. 8.30 a.m. to 1.00 p.m. Saturday.

Messages to and from Cardiff are to be included in accounts with this Department on the same basis as traffic with other Commercial Cable Offices.

Priority Service Only Applies to N. P. T. System

It should be noted that the Priority Service applies only on point to point traffic over the N. P. T. System in Newfoundland and is a prepaid charge.

If the sender wishes to expedite a message to points outside of Newfoundland or to Labrador by paying the priority charge it should be made clear to him that the service is a local one and does not apply once the telegram passes out of the control of this Department.

Delivery of Messages to Coastal Steamers

Telegrams, for passengers on Coastal Steamers arriving after closing hours or where the ship does not call at a wharf, must be enclosed in an official envelope, addressed to the mail officer, registered and dispatched in the ship's mail.

The mail officer will make delivery if possible and return the receipt to the office from which the registered telegram was despatched.

If the party is not on the ship the mail officer should notify the office of despatch of non-delivery from the next port of call having telegraph facilities, giving any information he may have as to the whereabouts of the addressee, or which may lead to the delivery of the telegram.

ACCOUNTING

Date Stamping of Money Orders

It has been reported that some offices omit to date-stamp Money Orders issued and paid at their office.

When an undated Money Order is presented at a United States office for payment, payment is refused until the order has been verified from this office. This may result in a delay of two or three weeks in cashing an order.

Postmasters should take care that, when issuing and paying money orders, clear impressions of the date-stamps are made in the appropriate places on the money order form.

Stolen U. S. A. Postal Money Order Forms

The following U.S.A. Postal Money Order Forms have been reported stolen:—

Durant's Neck, N.C. ... . 30533-31000 inclusive.

The above orders if presented at a Newfoundland office must not be paid. Postmasters should follow the instructions given on page 31 of the Post Office Circular of the 7th January, 1937, and page 52 of the Post Office Circular of the 11th February, 1937.

POST OFFICE CIRCULAR.

THURSDAY, 2nd MAY, 1940

Issued by the Secretary to the Department of Posts and Telegraphs, St. John's, Newfoundland.

THE POST OFFICE CIRCULAR CONTAINS INFORMATION OF VALUE TO THE STAFF. POSTMASTERS AND THEIR STAFFS SHOULD READ EACH ISSUE CAREFULLY

LEAVE OF ABSENCE FOR DURATION OF WAR

The following officials of the Department have been granted leave of absence for the duration of the War. They have enlisted and have already proceeded overseas to serve in His Majesty's Armed Forces:—

OFFICIAL	RANK AND OFFICE	GRANTED LEAVE FROM	UNIT
H. Gaudon	Clerk, Corner Brook	27th February, 1940	Royal Navy.
C. Wheeler	Letter Carrier, St. John's	3rd April, 1940	Royal Artillery.
E. Taylor	Letter Carrier, St. John's	3rd April, 1940	Royal Artillery.
H. Wells	Letter Carrier, Grand Falls	28th April, 1940	Royal Navy.

RESIGNATIONS

Victoria Cove ..... Miss Doris M. Torraville, Postmistress and Telephone Attendant, effective the 31st May, 1940. Salary $96.00 per annum, subject to revision. Vacancy advertised locally. Applications close the 21st May, 1940.

Hodge's Cove ..... Mrs. Minnie Peddle, Postmistress and Telephone Attendant, effective the 15th May, 1940. Salary $96.00 per annum. Vacancy advertised locally. Applications close the 10th May, 1940.

ILLEGAL USE OF POST OFFICE FUNDS

During recent visits of the Inspectors to certain Post Offices, it has been brought to notice that Post Office funds have, in certain cases, been used to pay private bills. In some cases, money has even been loaned to relatives of Postmasters. This is a criminal offence, and in cases where this has been disclosed, the Postmasters have been dismissed.

The attention of all officers in charge of Post Office funds is directed to the following section of the Acts relating to the Postal and Telegraph Services:—

> "Every Officer of, or connected with, the Post Office who converts to his own use in any way whatsoever, or uses by way of investment in any kind of property or merchandise, or lends, with or without interest, any portion of the public moneys entrusted to him for safe keeping, transfer, disbursements, or for any other purpose shall be deemed to have embezzled so much of the said moneys as are so taken, converted, invested, used or lent, and is guilty of a felony; and the neglect or refusal to pay over any public moneys in hand, or to transfer or disburse any such moneys promptly, on the demand of the Secretary for Posts and Telegraphs, or of any Inspector, Auditor or other officer of the Department of Posts and Telegraphs thereto generally or specially authorized by the Secretary, shall be prima facie evidence of such conversion to his own use of so much of the public moneys as are in the hands of such Officer; and every person who advises or knowingly and wilfully participates in such embezzlement shall, for every such offence, forfeit to pay to His Majesty a fine equal to the amount of the money embezzled, and shall be liable to imprisonment for a term not exceeding three years with hard labour."

MAILS

Registered Letters

All registered letters must, in future, have a date stamp impression placed across the junction of the flap of the envelope in such a manner that part of the impression appears on the flap and part on the body of the envelope. This stamp impression should be made immediately the letter is posted.

Acceptance of Small Packets

Attention is again drawn to the instructions on Page 26 of the Post Office Circular of the 31st December, 1936, with reference to small packets.

Despite these instructions and the reminder published on Page 642 of the Post Office Circular of the 16th November, 1939, some Postmasters continue to accept Small Packets and insure them. This is contrary to postal regulations.

SMALL PACKETS CANNOT BE INSURED, BUT THEY MAY BE REGISTERED.

Money Transfers by Telegraph to and from Labrador

Postmasters are advised that the rules issued in Secretary's Circular No. 35 and on Page 43 of the Post Office Circular of the 28th January, 1937, governing the transfer of money by telegraph between Post Offices in Newfoundland do not apply in the case of money transfers between Post Offices in Newfoundland and those in Newfoundland-Labrador.

Money transfers may be made by telegraph to any money order office in Newfoundland-Labrador. In view, however, of the time required to forward sufficient funds to Labrador offices to pay money orders in excess of the reserve at these offices, the applicant should be advised to enquire of the Chief Accountant, G.P.O., if a money transfer by telegraph can be met immediately by the Labrador office. In some cases, it would be equally effective to forward the money order by mail in the usual manner.

The straight check message should be used, that is, each word in the message will be counted and charged at the usual rates; the double check for money transfers between Newfoundland offices should not be used for money transfers to or from Labrador offices.

If the sender wishes to add a personal message, it may be incorporated in the order to pay and charged at the usual rate. This message will be conveyed to the payee by the Postmaster when he is paying the order.

ACCOUNTING

Requisitions for Saleable Forms

Despite the instructions on Page 528 of the Post Office Circular, some Postmasters continue to make requisition for Postage Stamps, Registered Envelopes and Telegraph Books (Form T. 8) on the same requisition.

Postmasters are again reminded that requisition for saleable forms should not be made on the same form as Postage Stamps. If a Postmaster requires stamps and saleable forms, he should forward **two separate requisitions** (Form No. 1043), one being used for stamps and the second for saleable forms.

Postage due stamps must be requisitioned on the green form, No. 1043B.

Requisitions for Stamps

Certain Postmasters fail to enclose the requisition form with the stamp remittance. Attention is directed to Page 251 of the Post Office Circular dated the 20th January, 1938, which shows the necessity for this procedure.

It has been observed during recent months that Postmasters, when their stamp supply is about exhausted, telegraph Head Office making reference to a requisition of a certain date. In each instance, there has been no record or evidence of receipt at this office, and there is reason to doubt whether the requisition was mailed as alleged. Postmasters are again reminded that the regulation found on Page 251 must be strictly observed.

Stamp Credit Balances

Current Postmasters' Account Reports reveal that stamp balances on hand in many cases exceed the credit limit. Postmasters to whom this applies are asked to reduce their balances on Stamp Account to their prescribed limits. If, in the opinion of any Postmaster, the balance should not be reduced, it must be shown that the prescribed limit is inadequate. A survey of the Stamp Credits is now under consideration.

Refund Notices Not Properly Completed

Postmasters who are not definitely certain as to the manner of treatment to be accorded Duty Cash Refund Notices are directed to turn to Page 372 of the Post Office Circular dated the 18th August, 1938, for this instruction.

In future, failure to observe this regulation will be suitably dealt with.

Radio Licences

It is necessary to bring to the attention of Postmasters the fact that radio licences issued at certain offices show no expiry date. Radio licences when issued in 1940 should be made out to expire the 31st December, 1940. (See Page 576 of the Post Office Circular dated the 24th August, 1939, for this instruction).

All licences issued and duplicate copies must shew the expiry date.

Payment of British Money Orders

(Rule 51, Instructions of Postmasters)

> "British Money Orders cannot be paid under any circumstances, unless the relative advice is on hand or payment has been authorized by Head Office."

It has been noticed that some Postmasters have paid these Orders before receiving the advice, notwithstanding the fact that Money Orders issued in Great Britain do not show the payee's name and the Postmaster paying the Order can not know to whom the amount is rightfully due.

Also, due to the Emergency regulations now in effect in Great Britain, many of these amounts are refunded to the remitter after the Order has been issued to and mailed by the remitter to the payee.

The advices of such Orders are not sent to this country, and if the regulations governing the payment of British Orders are followed, the Orders will not be paid if presented.

If a Postmaster disregards these instructions, (which have always applied to British Money Orders), and pays an Order, which has not been advised, he will be held responsible for the amount, if he is unable to obtain a refund of the amount so paid.

Errors in Money Order Work

The following is a list of Post Offices where officials were responsible for four or more errors in Money Order Service during the month of February, 1940:—

Office	No. of Errors	No. of Orders Issued and Paid During February
Bell Island Mines	4	1074
Ferryland	4	44
Grand Falls	5	1093
Hampden	4	32
Little Bay	4	83
Port Saunders	4	71
St. John's General	4	3527
		5924

Total number of Orders issued during February	19,043
Total number of Orders paid during February	8,355
	27,398
Total number of errors	230
Percentage of errors	.84

i.e. approximately 8½ errors for each 1,000 Orders issued and paid.

Total number of figure errors	173
Percentage of figure errors	.63

i.e. approximately 6 errors for each 1,000 Orders issued and paid.

Stolen U.S.A. Postal Money Order Forms

The following U.S.A. Postal Money Order Forms have been reported stolen:—

Littcar, Ky. ... Nos. 2967- 3600 inclusive
Cleveland, Ohio, Sta. 112 ... Nos. 79891-80000 inclusive

The above Orders if presented at a Newfoundland Office must not be paid. Postmasters should follow the instructions given on Page 31 of the Post Office Circular of the 7th January, 1937, and Page 52 of the Post Office Circular of the 11th February, 1937.

POST OFFICE CIRCULAR.

THURSDAY, 9th MAY, 1940

Issued by the Secretary to the Department of Posts and Telegraphs, St. John's, Newfoundland.

THE POST OFFICE CIRCULAR CONTAINS INFORMATION OF VALUE TO THE STAFF, POSTMASTERS AND THEIR STAFFS SHOULD READ EACH ISSUE CAREFULLY

APPOINTMENTS

Brewley ..... Mrs. Ellen Lake, to be Postmistress and Telephone Attendant, as from the 17th April, 1940

Riverhead, St. Mary's ..... Mrs. Thomas Whelan to be Postmistress and Telephone Attendant as from the 17th April, 1940.

Morrisville ..... Mrs. Dorothy King to be Postmistress and Telephone Attendant as from the 13th April, 1940.

DISMISSALS

Brewley ..... Mrs. C. Travers, Postmistress and Telephone Attendant, was dismissed as from the 16th April, 1940.

Riverhead, St. Mary's ..... Miss Belle Boland, Postmistress and Telephone Attendant, was dismissed as from the 16th April, 1940

The above officials were dismissed because of shortages in their accounts. In each case the full amount of the shortage was repaid.

St. John's ..... Mr. Joseph Downey, Messenger in the St. John's Telegraph Delivery, was dismissed as from the 3rd May, 1940, for unsatisfactory services.

It should be noted by all Postmasters that a dismissed official must not be re-employed in the Post Office Service.

DEPARTMENTAL CORRESPONDENCE

Effective from the date of receipt of this Circular, **ALL OFFICIAL CORRESPONDENCE** from outport offices to Head Office must be addressed to the Secretary, not to individuals.

Correspondence will be attended to through the same channels as previously, but the practice of directing correspondence to individual departmental officials must cease.

PUBLIC NOTICE

A Public Notice issued under the authority of the Foreign Exchange Control Board is enclosed with this week's Circular.

The notice should be exhibited in a convenient and conspicuous place on the public side of the office.

CENSORSHIP

Steamer Reports

In connection with the Domestic Departmental Code referred to at Page 697 of the Post Office Circular of the 22nd February, 1940, a case occurred recently, in which a telegram, coded at the accepting office was delivered from the terminal office without having been decoded. In consequence, the message was unintelligible to the addressee. The greatest care should be exercised in future to see that messages transmitted in the Post Office Domestic Code are decoded and delivered in clear language.

Correspondence with Prisoners of War in Enemy and Neutral Countries

Information has now been received regarding the forwarding of letters and packages to Prisoners of War in enemy and neutral countries

These instructions will be published in three issues of the Circular commencing this week.

1. Subject to the restrictions set forth in the following regulations, Letters and Post-cards may be sent free of all postal charges to Prisoners of War (of whatever Nationality) interned abroad whether in enemy or neutral countries. In the following paragraphs the term "Prisoners of War" includes all interned persons, naval, military, air force, or civilian.

LETTER POST

2. Letters must have on the outside flap of the envelope the name and address of the sender except in the case of a member of His Majesty's Forces who must not give his address. Such member, if he has a relative or friend in this country to whose care a reply can be sent, must give the address of the relative or friend and arrange for letters so addressed to be forwarded to him.

3. The words "Prisoners of War Post" should be written in the top left hand corner of the cover.

4. The address of Letters and Post-cards, whether for officers, other ranks or civilians, must be in the following form and must be written distinctly in INK. The address should be written on the letter itself as well as on the cover. The place of interment, if known, should always be stated.

FORM OF ADDRESS

(i) Navy, Army or Air Force number,* rank, initials and name.
(ii) British (or French, etc.) Prisoner of War.
(iii) Prisoner of War Number.
(iv) Camp No. or place of internment.
(v) Country.

*In the case of Naval ratings or other ranks of the Army or Royal Air Force.

EXAMPLES OF ADDRESS

Prisoners of War Post.
No. P J.I. 125001 A.B. J. Smith.
(Or) No. 123456 Corporal T. Atkins.
(or) No. 567089 Leading Aircraftman K. Jones.
British Prisoner of War, No. .....
Camp No. or place of internment,
Germany.

5. No attempt should be made to communicate with Prisoners of War through intermediaries in neutral countries.

6. Letters should not exceed two sides of a sheet of note-paper and should be clearly written; otherwise they are liable to delay and may even not be delivered by the authorities in the country to which they are addressed.

7. Letters and Post-cards must not contain any information that might be of use to the enemy. No reference to the naval, military, economic or political situation, or to naval or military movements or organisations is allowed. Photographs, picture postcards, or pictorial representations of any kind must not be sent. Any enclosure whatever in a letter may entail delay.

MAILS

Customs Declarations on Parcels for Members of His Majesty's Forces Overseas

Postmasters are advised that a Customs Declaration properly completed by the sender must be attached to every parcel for members of His Majesty's Forces Overseas.

Commencement of Coastal Steamer Services

The Newfoundland Railway advises that ice conditions permitting, the coastal steamer service will commence operations as follows:—

Notre Dame Bay: Sailing from St. John's Saturday, the 4th May, making regular ports to Lewisporte.
Green Bay: Sailing from Lewisporte about Tuesday, the 7th May.
St. John's Humbermouth: Sailing from St. John's about Friday, the 10th May.
Fogo: Sailed from St. John's 10 a.m. Thursday, the 2nd May.

In view of Censorship regulations, this information should be treated as confidential.

TELEGRAPHS

Daylight Saving Time

Daylight Saving Time comes into force in Newfoundland on the second Sunday in May. At midnight on Sunday, the 12th May, therefore, all clocks should be put forward one hour, making the time 1 a.m. Monday, the 13th May.

Postmasters should govern themselves accordingly, so that they will not miss their schedules on Monday, the 13th May.

Daylight Saving Time in Canada and U.S.A.

Daylight Saving Time became effective in Canada and United States as from 2 a.m., the 28th April, and will remain in force until 2 a.m. the 29th September.

Messages Must Be Written on the Department's Sending Forms

The practice of accepting telegrams at Posts and Telegraph Offices for points in Newfoundland and Labrador on other than the regulation sending forms supplied by the Department, must be discontinued.

The sending forms provided by the Department meet the requirements of the service, and no other should be accepted over the counter for local traffic.

If a message is handed in written on any except the above forms, the accepting clerk should request the sender to rewrite it on the Department's form. If he refuses to do so, it will be accepted under protest at the sender's risk, and he should be requested to use the appropriate form in future.

Messages With Multiple Address

Messages having multiple addresses are being handed in by customers with the addresses so closely written that it is difficult to distinguish one from the other.

This is likely to lead to a telegram being overlooked by the sending operator. Accepting clerks are instructed to see that separate addresses on Multiple Address Telegrams are clearly indicated.

Certificates of Proficiency

The undermentioned candidates have successfully passed the examination for certificate of proficiency in radio telegraphy.

1st Class: Clarence Bishop, St. John's.
Francis W. Coughlin, St. John's.
2nd Class: Artno Burry, Valleyfield, B.B.
Jos. Henry Small, Jr., St. John's.
Donnelly T. Staple, St. John's.

ACCOUNTS

Errors in Accounts

The following appears on Page 707 of the Post Office Circular of the 7th March, 1940:—

"(3) Whenever a Postmaster claims a remittance on his report, he should take care to see that the remittance goes forward by the same mail as the report."

This should be corrected to read as follows:—

"Whenever a Postmaster takes credit for remittances on his report, he should take care to see that the remittances have actually been made, and that the dates of forwarding remittances as entered on reports are correct. Making credit entries when there is no credit constitutes falsification of accounts and renders the official concerned liable to dismissal from the Service."

Service Messages Not Receiving Attention

Despite the instructions on Page 619 of the Post Office Circular of the 5th October, 1939, certain Postmasters at telegraph offices still fail to reply promptly to check service messages.

In many cases two, and sometimes three, services have to be sent before a reply is received. This causes undue delay in finalizing the account at Head Office, and also results in congesting the telegraph lines with non-revenue producing messages.

Effective immediately **ALL CHECK SERVICE MESSAGES MUST BE ANSWERED WITHIN TWENTY-FOUR HOURS OR DISCIPLINARY ACTION WILL BE TAKEN AGAINST THE OFFENDING OFFICIALS.**

Money Orders Issued in the United States for Payment in Newfoundland

With further reference to the notices appearing on Pages 687, 723 and 728 of the Post Office Circular, Postmasters are now advised that as from the 1st May, 1940, Money Orders issued in the United States for payment in Newfoundland will be sold at a discount of 12% instead of 16%. That is, a remitter in the United States will pay 88 cents in American funds for a Money Order payable in Newfoundland for $1.00 (Canadian Money).

POST OFFICE CIRCULAR.

THURSDAY, 16th MAY, 1940

Issued by the Secretary to the Department of Posts and Telegraphs, St. John's, Newfoundland.

THE POST OFFICE CIRCULAR CONTAINS INFORMATION OF VALUE TO THE STAFF. POSTMASTERS AND THEIR STAFFS SHOULD READ EACH ISSUE CAREFULLY

OBITUARY

The Department regrets to announce the death at St. Anthony on the 12th May of Mr. Herbert Milley, Postmaster, St. Anthony. Mr. Milley entered the service in 1920 as Postmaster and Operator, St. Anthony.

VACANCY

St. Anthony ..... Applications addressed to the Secretary, Department of Posts and Telegraphs, will be received up to the 28th May, 1940, for the position of Postmaster and Operator at St. Anthony at a salary of $960.00 per annum. Wireless qualifications are essential.

Applicants should state name in full, date of birth, educational qualifications, departmental experience, whether married or single, and the names of two persons, outside the service, to whom application may be made with reference to character.

The successful applicant will be required to furnish a certificate of medical fitness.

Officials already in the service desiring to offer themselves for the above vacancy must do so through their immediate superior officers, giving all the particulars requested above.

STATISTICS

Monthly Traffic Reports

Officials at the following offices have failed to forward Monthly Traffic Reports for the months of January, February and March, 1940. The list for October, November and December, 1939, appeared on page 689 of the Post Office Circular of the 8th February, 1940:—

Bartlett's Hr.
Bauline
Bellburns
Brewley
Brown's Arm
Burnt Point
Cape Ray
Colliers Central
Cuslett
Donovans
Doyles
Eddy's Cove
Femme
Fishot P.O.
Gaskiers
Goulds, St. John's West
Grand Beach
Great Braha
Great Codroy
Groais Island
Heart's Delight
Horse Islands
Kelligrews
Kilbride
McIver's

Miller's Passage
Millertown Junction
Mount Carmel
Musgrave Hr.
North Bay B. & L.
Old Shop
Pasadena
Piccadilly
Pinchard's Island
Point Crewe
St. Barbe
Ship Cove (S.A.)
Shoal Cove West
Shoe Cove
Spanish Room
Tompkins
Trinity, B.B
Woodfords

These officials are instructed to forward these reports by first mail with an explanation why they have failed to act on the instructions at page 569 of the Post Office Circular of the 13th July, 1939.

ENLISTMENT FOR WAR SERVICE

Officials who have been granted permission to offer their services in His Majesty's Forces should not apply for their release from duty until they have been accepted and have received instructions to report for duty. This instruction is issued to avoid disappointment to officials who may proceed to a point of embarkation of recruits before acceptance, only to find that their services may not be required for three or four months.

If possible, the Department should be advised at least a week before release is required, in order that relief may be provided.

MEDICAL CERTIFICATES

Postmasters will please note that medical certificates for illness must, in future, be signed by a medical practitioner.

In places where there are District Nurses, the Nurse's certificate will be accepted for an illness not exceeding five days. For illnesses exceeding five days, a doctor's certificate must be produced.

MAILS

Mails to be Despatched by Courier Only

A case came to light recently of a Postmistress who gave uncovered mail, including a registered letter posted at her office, to a member of the public, to be forwarded from another office situated on the railway line, with the result that the registered letter was lost. Besides having the amount of the indemnity deducted from her salary, the Postmistress was dismissed from the service.

Postmasters should note that all mail matter for despatch should be enclosed in sealed bags and carried by the Courier appointed for that purpose.

In cases where offices are served by steamship service only, the mail will be carried by a member of the ship's crew.

Mail Addressed to the British Expeditionary Force in France

Postmasters should note that the postage payable on mail addressed to members of the British Expeditionary Force in France is the same as that payable on mail intended for delivery in Great Britain.

The following are the rates of postage to be used:—

Letters, 5 cents for the first ounce or a fraction, and 3 cents for each additional ounce or a fraction.

Parcels, 1 ounce to 32 ounces same as small packet service. (See page 714 of the Post Office Circular of the 21st March, 1940.)

2 lbs. to 3 lbs.	48	cents
3 lbs. to 7 lbs.	84	"
7 lbs. to 11 lbs.	$1.12	"
11 lbs. to 22 lbs.	$2.40	"

Limit of weight, 22 pounds.

The above rates do not apply for correspondence to civilians in France

Changes in Summer Courier Schedules

To correspond with the Railway Summer Schedule, the following courier Schedules will come into effect as from the dates given below:—

Whitbourne to Bellevue

The Courier will make a trip weekly on Friday as from the 3rd May. Mail will be despatched to Whitbourne by the express train leaving St. John's Thursday.

Whitbourne to Heart's Content

The Courier will make two trips weekly, Monday and Friday, beginning the 27th May.

Heart's Content to Brownsdale.

The Courier will make two trips weekly, Tuesday and Saturday, beginning the 23th May. Mail for the routes Whitbourne to Heart's Content and Heart's Content to Brownsdale will be despatched from St. John's to Whitbourne by the express on Sunday and Thursday, beginning the 26th May.

Carbonear to Heart's Content and Brownsdale

The Courier will make one trip weekly, on Wednesday, beginning the 29th May. He will take mail for Victoria.

Mail for this route will be despatched from St. John's to Carbonear by the train leaving St. John's 9 a.m. Tuesday, beginning the 28th May.

Courier will not make a trip on Monday the 27th May, nor will mail for this route be despatched from St. John's on the 25th May.

Bay de Verde District

The Courier from Carbonear to Grate's Cove will make two trips weekly on Monday and Thursday, beginning the 27th May. On Monday he will call at Victoria. Courier will leave Grate's Cove 8.30 a.m., Old Perlican 9 a.m., and Carbonear not later than 2 p.m. Monday and Thursday. Courier from Bay de Verde to Old Perlican will connect on same days.

Mail Services Suspended

All mail services, including money order services, have been suspended until further notice to Denmark, Norway and Finland.

Parcel Post Service has been suspended to Estonia, Latvia, Lithuania and Sweden.

TELEGRAPHS

Certificates of Proficiency

The undermentioned candidates have successfully passed the examination for certificates of proficiency in radio telegraphy. The last list appeared on page 744 of the Post Office Circular of the 9th May, 1940.

1st Class: Aymore Spurrell, Badger's Quay.
2nd Class: Robert W. Knee, Badger's Quay.

Reporting of Forest Fires

A proclamation has been issued by His Excellency, the Governor, drawing the attention of the public to the necessity for reporting the outbreak of forest fires to the nearest Magistrate, Police Constable, Ranger or fire patrol officer immediately.

In this connection, the attention of all Postmasters and Telephone Attendants is called to the necessity for seeing that all such reports are handled without delay. This applies especially at offices where switches controlling telephone lines are situated, particularly any lines to which fire patrol telephones are connected.

Officials at these offices are reminded that switches must be closed at night or during any period when they are likely to be absent from their offices for protracted periods.

ACCOUNTING

Duty Refunds

It is particularly important that attention be directed to the following supplementary instructions in connection with refunds of duty cash:—

Postmasters when forwarding an application for Duty Refund will see that the "Customs Declaration Form," whether it be gummed to the cover of the parcel or otherwise attached thereto, must in all circumstances accompany the application form. No application for refund will be considered in the absence of the said Customs Declaration Form.

New Style Canadian Money Order

The Post Office at Ottawa has informed this Department that a new style of Money Order will be introduced at all offices in Canada as soon as the present stock of Money Order forms already printed has been exhausted.

Payment of these Money Orders should be effected in Newfoundland in the usual way, but any irregularities noted should be referred to Head Office before payment is effected.

Requests for Repayment by Duplicate Money Order

The attention of Postmasters is directed to the following with regard to requests received at this office for repayment by duplicate of Money Orders drawn on Canada, the United States or Great Britain.

It should be borne in mind that repayment by duplicates cannot be effected until a certificate of non-payment has been received from the paying office. It is, therefore, useless to try and hurry matters by sending second requests to Head Office before sufficient time has elapsed to take up the matter with the paying office and to receive a reply, allowing for delay while the records of payment are checked.

POST OFFICE CIRCULAR.

THURSDAY, 23rd MAY, 1940

Issued by the Secretary to the Department of Posts and Telegraphs, St. John's, Newfoundland

THE POST OFFICE CIRCULAR CONTAINS INFORMATION OF VALUE TO THE STAFF. POSTMASTERS AND THEIR STAFFS SHOULD READ EACH ISSUE CAREFULLY

RESIGNATION

Channel .....Miss Alice M. Currie, Assistant, effective the 15th June, 1940 Miss Currie is resigning to be married.

VACANCIES

Argentia .....Applications addressed to the Secretary, Department of Posts and Telegraphs, will be received up to the 10th June for the position of Postmaster and Operator at Argentia. Salary $480.00 per annum. Morse telegraph qualifications are essential.

Channel .....Applications addressed to the Secretary, Department of Posts and Telegraphs, will be received up to the 10th June for the position of Assistant at Channel at a salary of $720.00 per annum. Morse telegraph, wireless and typewriter qualifications are essenital.

Stephenville Crossing .....Applications addressed to the Secretary, Department of Posts and Telegraphs, will be received up to the 11th June for the position of Assistant at Stephenville Crossing at a salary of $420.00 per annum. Morse telegraph qualifications are essential.

Applicants should state their names in full, date of birth, educational qualifications. Departmental experience, whether married or single, and the names of two people, outside the service, to whom application may be made with reference to character.

The successful applicant will be required to furnish certificates of medical fitness and birth certificates.

Applicants already in the service desiring to offer themselves for the above vacancies should do so through their immediate superior officers.

APPLICATIONS FOR VACANCIES

When officials of this Department make application for vacancies advertised through the medium of the Post Office Circular, they should take care that they give **at least** all the information asked for.

Cases occur where applications of the following nature are received, "Please accept my application for ————, age 19."

The following information is the least that should be given in an application for a vacancy:

1. Full name.
2. Date of birth (i.e. year, month and day of month).
3. Highest educational qualifications.

4. Departmental experience (the places at which the official has worked and the approximate time and the type of work performed and salary).
5. Whether married or single.
6. The names of two people, outside the service, to whom application may be made with reference to character.
7. Any other information the candidate may care to give.

Postmasters should take note of these instructions and bring them to the attention of their staffs.

ECONOMY IN THE USE OF STATIONERY

During the continuance of the war, there is likely to be a considerable shortage of paper, and it is desired to impress upon the staff the need for economy in this direction.

In future, in the case of all letters to Head Office, both sides of the sheet should be used, instead of only one side as has been the practice hitherto. Current printed forms should not be used for notes.

From time to time the Department has occasion to mail the Post Office Circular in envelopes. Postmasters should not make scrap of these envelopes, but should return them to Head Office.

It is hoped that each individual member of the staff will co-operate in this. Every individual effort at a time like this has a very definite cumulative effect.

WAR CARTOONS

With this issue of the Post Office Circular, six war cartoons reduced to Post Card size are being forwarded. These cartoons should be exhibited in a conspicuous place on the public side of your office, so that they may be seen by as many members of the public as possible.

As stated above, the envelopes used in sending this Circular should be returned to Head Office.

CENSORSHIP

Correspondence with Prisoners of War in Enemy and Neutral Countries

(Continued)

1. Subject to the restrictions set forth in the following regulations, parcels may be sent free of all postal charges to Prisoners of War (of whatever nationality) interned abroad, whether in enemy or neutral countries. In the following paragraphs, the term "Prisoners of War" includes all interned persons, naval, military, air force or civilian. The following arrangements apply only to British (including Dominion and Colonial) prisoners of war:—

PARCEL POST

8. Parcels for British (including Dominion and Colonial) Prisoners of War in Germany.

(i) Parcels containing food (except bar chocolate) cannot be sent by relatives or friends to the above mentioned prisoners. Persons desiring to send such parcels to a Prisoner of War in Germany should send money for the purpose to the Secretary, Prisoners of War Department, British Red Cross Society and Order of St. John of Jerusalem, the Lord Chamberlain's Office, St. James's Palace, London, S.W.1. Letters addressed to the British Red Cross Society must be prepaid.

(ii) **Personal Parcels.**

(a) The relatives of a Prisoner of War interned in Germany are allowed to send a "personal" parcel once every three months through the British Red Cross Society. These parcels should be addressed in the following form:—

No. P/J.I. 125001 A.B. J. Smith,
(or) No. 123456 Corporal T. Atkins.
(or) No. 567089 Leading Aircraftman K. Jones.
British Prisoner of War in Germany,
c/o Prisoners of War, Wounded and Missing Department.
Trade Commissioner for Newfoundland,
58 Victoria Street,
London, S.W.1.

(b) In addition, the name and address of the sender must be clearly shown on the cover, unless the sender is a member of His Majesty's Forces who, instead of his own address, should give that of The Trade Commissioner for Newfoundland in the United Kingdom, to whose care any prohibited articles may be returned.

(c) A parcel may not weigh more than 11 lbs. Packing in the same manner as in the inland service will suffice. Customs Declarations and Despatch Notes are not required.

(d) A list of the contents should be inserted inside the parcel.

(e) **Prohibited Articles:** The following articles may not be sent in a "personal" parcel to a prisoner of war in Germany:—

(i) Cigarettes, cigarette papers or food (except bar chocolate), (see paragraph 8 (i).

(ii) Photographic apparatus, field glasses, sextants, compasses, electric torches, and other instruments of use for military and naval purposes.

(iii) Medical comforts and drugs.

(iv) Written communications (letters must be sent separately by letter post).

(v) Printed matter (except authorised printed forms of acknowledgment sent by a British Red Cross packing organization).

(vi) Pictorial illustrations and photographs.

(vii) Money.

(viii) Stationery, stamps, playing cards.

(ix) Tins or other receptacles which cannot conveniently be opened for inspection.

(x) Spirits or solidified spirit for cooking stoves, matches, or other inflammable material.

(f) Enquiries as to articles which are most suitable for inclusion in "personal" parcels for prisoners of war should be addressed to Lt. Col. Cluny Macpherson, C.M.G., P.O. Box E5121, St. John's, Newfoundland.

MAILS

Local and Foreign Mails by Express

Effective Sunday, the 26th May, 1940, and continuing until further notice, correspondence for despatch from St. John's by Express will be accepted at the General, East and West End Post Offices, St. John's, up to 6.00 p.m. on Sunday, and 3.00 p.m. on Tuesday and Thursday.

Late fee letters will be accepted at the General Post Office up to 5.00 p.m. on Tuesday and Thursday, and on the mail car at the railway station up to 9.50 p.m. on Sunday and 5.50 p.m. on Tuesday and Thursday.

Correction in Rate of Postage

The attention of Postmasters is directed to the notice appearing on Page 746 of the Post Office Circular of the 16th May, 1940, which shows that the rate of postage payable on parcels addressed to members of the British Expeditionary Forces in France weighing from 7 lbs. to 11 lbs. is $1.12, whereas it should be $1.20.

Postmasters will please make the necessary correction in the Post Office Circular of the above date.

TELEGRAPHS

Overnight Telegrams

The Overnight Service, which was introduced on the 1st February for the winter period, was discontinued on the 30th April.

During that period 3,600 telegrams of this class were dealt with.

Traffic

The total number of paid telegrams for April was 39,001, of which 1,984 were sent by the Priority service and 1,221 by the Overnight Telegram service.

The total number for April, 1939, was 40,499, including 7,632 Easter Greeting Telegrams. 1,358 were sent by the Priority service.

Excluding the Easter Greetings Telegrams, this shows an increase over April, 1939, of 6,134.

The total number of deadhead messages for April, 1940, was 1,556 as compared with 1,135 for April, 1939, an increase of 421.

The total number of service messages for April, 1940, was 4,784, as compared with 4,447 for April, 1939, an increase of 337.

Renewed attention is called to the necessity for using the deadhead and service message systems only in cases of emergency.

The public message service consisted of 5,049 words, which is equivalent to 3,370 telegrams, a decrease of 3,860 telegrams as compared with April, 1939.

Errors, Delays and Failures

During the month of April, there were 8 errors, 1 delay and 6 failures.

ERRORS

Between	Topsail and Catalina	1
"	Deer Lake and St. John's	1
"	Placentia and Belleoram (Relief Operator)	1
"	Grand Bank and Placentia	3
"	Harbour Buffett and Placentia	1
At	Placentia	1

DELAYS

At	Gambo	1

FAILURES

At	Burin	1
"	Port Saunders	1
"	Cape Broyle	1
"	St. John's	3

Fines of ten cents were imposed on Mr. L. Vallis, Placentia; Mr. J. Penwell, Grand Bank; and Mr. C. D. B. Knight, Placentia, for errors in figures.

Fines of ten cents were imposed on Mr. S. Dicks, Burin; Mr. A. J. Currie, Port Saunders; Mr J. J. O'Brien, Cape Broyle; for failure of service. Mr. G. White, St. John's, was fined fifty cents for the failure of three telegrams.

ACCOUNTING

New Style Canadian Money Order

Further information has now been received concerning the new Money Orders to be introduced at Canadian Post Offices as soon as the present supply has been exhausted. (See Page 748 of the Post Office Circular of the 16th May, 1940).

The present style of Money Orders will continue to be used until the supply for each office has been used up, and for this reason both styles of Money Order may be presented for payment at Newfoundland offices for a considerable time, and should be accepted.

The new style of Money Order is a non-domiciled Order, that is, the name of the office is not printed on the Order.

The office number, which at present is printed before the serial number, will on the new style of Money Order be affixed by means of an office stamp directly before the serial number.

The name of the issuing office will be shown by means of the office date stamp in the space provided for this purpose.

The amount, in words, will be written on the coupon of the Order, instead of on the Order proper, as at present. The amount, in figures, is expressed on the Order. Care should be taken to see that the amount in writing agrees with the amount shown in figures on the Order, and that it does not exceed the largest amount payable as shown by the marginal cut.

POST OFFICE CIRCULAR.

THURSDAY, 30th MAY, 1940

Issued by the Secretary to the Department of Posts and Telegraphs, St. John's, Newfoundland

THE POST OFFICE CIRCULAR CONTAINS INFORMATION OF VALUE TO THE STAFF, POSTMASTERS AND THEIR STAFFS SHOULD READ EACH ISSUE CAREFULLY

RESIGNATIONS

Grand Falls ..... Mr. L. Wicks, Letter Carrier, effective the 31st May, 1940

Grand Falls ..... Mr. E. Way, Messenger, effective the 31st May, 1940.

The above vacancies have been advertised locally.

CENSORSHIP

Correspondence with Prisoners of War in Enemy and Neutral Countries

(Continued)

1. Subject to the restrictions set forth in the following regulations, Parcels may be sent free of all postal charges to Prisoners of War (of whatever nationality) interned abroad, whether in enemy or neutral countries. In the following paragraphs, the term "Prisoners of War" includes all interned persons, naval, military, air force or civilian.

The following arrangements apply only to British (including Dominion and Colonial) Prisoners of War:—

9. Parcels for British (including Dominion and Colonial) Prisoners of War in neutral countries.

(a) Parcels for Prisoners of War in neutral countries must be forwarded through the Prisoners of War Department, British Red Cross Society, where they will be repacked before despatch abroad and any prohibited articles withdrawn for return to the senders. A parcel should bear on the cover, the complete address of the prisoner as for letters (see paragraph 4) with the addition of the words:—

c/o Prisoners of War, Wounded and Missing Department,
c/o Trade Commissioner for Newfoundland,
58 Victoria Street,
London, S.W.1.

(b) In addition, the name and address of the sender must be clearly shown on the cover, unless the sender is a member of His Majesty's Forces who, instead of his own address, should give that of The Trade Commissioner for Newfoundland in the United Kingdom, to whose care any prohibited articles may be returned.

(c) A parcel may not weigh more than 11 lbs. Packing in the same manner as in the inland service will suffice. Customs Declarations and Despatch notes are not required.

(d) A list of the contents should be inserted inside the parcel.

(e) **Prohibited Articles:** The following articles must not be included in a parcel for a prisoner of war interned in a neutral country.

(i) Written communications (letters must be sent separately by letter post).
(ii) Printed matter (except authorized printed forms of acknowledgment sent by a British Red Cross packing organisation).
(iii) Pictorial illustrations and photographs.

(iv) Money.
(v) Stationery, stamps, playing cards.
(vi) Tins or other receptacles which cannot conveniently be opened for inspection.
(vii) Spirits or solidified spirit for cooking stoves, matches, or other inflammable material.

MISCELLANEOUS

10. **Printed Matter:** Members of the public desiring to have books, packs of cards or games sent to Prisoners of War in enemy or neutral countries, may give orders for their despatch to holders of special permits issued by the Censorship (in most cases publishers or newsagents). Newspapers and periodicals may be ordered in the same way for despatch to Prisoners of War in neutral countries, but not to prisoners of War in Germany. Holders of permits can accept only orders for despatch; they can, in no case, accept printed matter for forwarding.

11. Customs Duty is not normally levied on parcels addressed to Prisoners of War.

MAILS

Mail Services Suspended

All mail services, including Money Order service, have been suspended, until further notice, to Belgium, Luxemburg and Holland.

Acceptance of Parcels for Members of His Majesty's Forces

The following instruction was sent to all offices in the public despatch of the 25th May:—

"Effective from this date until further notice, parcels for members of His Majesty's Forces Overseas or care Base Post Office, Canada, must not be accepted for insurance. This does not apply to parcels for private individuals in England or Canada. If in doubt, apply Secretary for instructions."

Postmasters should take careful note of these instructions.

Train Schedule

The following Railway Summer Schedule came into effect the 26th May:—

EXPRESS TRAINS

Westbound: "Overland Limited" leaves St. John's 10 p.m. Sunday, arriving Port aux Basques 8.45 p.m. Monday. Regular trains leave St. John's 6 p.m. Tuesday and Thursday, arriving Port aux Basques 8.30 p.m. Wednesday and Friday.

Eastbound: Regular express trains leave Port aux Basques 7.45 a.m. Sunday and Friday, arriving St. John's 9.45 a.m. Monday and Saturday. "Overland Limited" leaves Port aux Basques 7.30 a.m. Wednesday, arriving St. John's 3.30 a.m. Thursday.

Carbonear Branch: Leave St. John's 9 a.m. Tuesday, Thursday and Saturday. Leave Carbonear 3.20 p.m. same days.

Bonavista Branch: Leave Clarenville 4.45 a.m. Monday (after the arrival of Westbound and Eastbound express trains) arrive Bonavista 11.30 a.m. Monday. Leave Clarenville 12.30 a.m. Friday (after arrival Thursday's Westbound express) arriving Bonavista 6.55 a.m. Friday. Train will leave Bonavista 1.00 p.m. Tuesday and 7.30 p.m. Friday.

FUEL 1940-41

Postmasters at Money Order offices are requested to inform the Assistant Secretary by the 1st July, as to the amount of fuel requirements for their offices for the coming year on a form similar to the one printed below.

FUEL

Amount of coal supplied 1939-40	Amount of coal required 1940-41
If no coal was supplied 1939-40, state the quantity and value of wood	Amount of wood required for 1940-41 .....
Amount of kindling wood supplied 1939-40	Amount of kindling wood required 1940-41 .....
Date.	Signature

Postmasters must not cut this form from their Circulars.

TELEGRAPHS

Mothers' Day

During the Mothers' Day Celebration, the Department handled 3454 Greetings Messages as compared with 2782 for 1939, an increase of 672.

Certificates of Proficiency

The undermentioned candidates have successfully passed the examination for certificates of proficiency in radio telegraphy. The last list appeared on Page 747 of the Post Office Circular of the 16th May, 1940.

1st Class: Edward P. McCarthy, Renews.
Wilfred J. G. Strong, St. John's

2nd Class: Reginald G. Hann, St. John's

Requirements for Certificates of Proficiency in Radio Telegraphy

The attention of Postmasters is drawn to the fact that the requirements for the Second Class Certificate of Proficiency have been changed with respect to the written technical paper and diagrams as follows:—

> The examination is now based principally upon the theory, operation and maintenance of CW and ICW valve transmitters of 100 watts or greater output. No knowledge of radiotelephony is required, but the candidate must have a good working knowledge and be competent to draw fundamental schematic diagrams of spark apparatus and rectified AC power supplies, as well as diagrams of standard ship receivers and valve transmitters.

The above refers to the information given on Page 194 of the Post Office Circular dated the 21st October, 1937.

The last paragraph on Page 195 under the heading "Second Class' should be deleted, as temporary certificates are no longer issued.

ACCOUNTING

Advices of Money Orders Issued on Great Britain Not Being Received at Accounts Branch

It is again necessary to direct the attention of Postmasters generally to the fact that a great number of Money Orders issued on European countries are being given to the remitters for transmission to the payees without first detaching the advices.

Both parts are then presented by the payees at the office drawn on, but payment is refused because the order has not been properly advised by "Head Office, St. John's."

Postmasters have been reminded on several occasions that a delay in payment of 6 to 8 weeks has been caused by this irregularity, and the public has been forced to suffer a great inconvenience, and in some cases hardship, by this carelessness. Severe disciplinary action will be taken against the Postmasters concerned if this practice is persisted in.

Other irregularities noted are:—

- Amounts mutilated or written over.
- Paying office not definitely stated (if drawn on Canada or U.S.A., the city and state must be clearly shown on the order).
- Full address of payee not shown on advice of orders drawn on European countries. These orders are re-issued in London and mailed direct to the payees, as Newfoundland orders are not payable in these countries.

Postmasters should avoid making these errors as they reflect discreditably on the efficiency of the Department.

Money Orders Issued in the United States for Payment in Newfoundland

With further reference to the notices appearing on Pages 687, 723, 728 and 744 of the Post Office Circular, Postmasters are now advised that as from the 1st June, 1940, Money Orders issued in the United States for payment in Newfoundland will be sold at a discount of 16%, instead of 12%, that is, a remitter in the United States will pay 84c. in American funds for a Money Order payable in Newfoundland for $1.00 (Canadian money).

Service Messages Not Receiving Attention

With reference to the notice on Page 744 of the Post Office Circular of the 9th May, the following is a list of the offices, the officials of which have failed to reply to check service messages promptly:—

Badger
Bonne Bay
Buchans
Corner Brook
Cow Head
Daniel's Harbour
Flowers Cove
Gambo
Glovertown
Grand Falls
Green's Harbour
Hant's Harbour
Heart's Content
Heart's Delight
Hickman's Harbour
Hillview
Millertown
New Harbour
Norris Arm
Norris Point
Northern Bay
Old Perlican
Port Blandford
Port Saunders
Western Bay
Whitbourne
Winterton

POST OFFICE CIRCULAR.

THURSDAY, 6th June, 1940

Issued by the Secretary to the Department of Posts and Telegraphs, St. John's, Newfoundland

ALL OFFICIALS ARE PARTICULARLY REQUESTED TO READ CAREFULLY THE INSTRUCTIONS ON PAGE 758 WITH RESPECT TO ECONOMY IN THE USE OF STATIONERY OF ALL KINDS. IF THESE INSTRUCTIONS ARE STRICTLY CARRIED OUT, THE RESULT WILL BE A REALLY WORTHWHILE CONTRIBUTION TO THE NATIONAL WAR EFFORT.

LEAVE OF ABSENCE FOR THE DURATION OF WAR

The following officials of this Department have been granted leave of absence for the duration of the war:—

Official	Rank and Office	Granted Leave from	Unit
G. M. Hustins	Letter Carrier, St. John's	5th June, 1940	Royal Artillery
Wm. Stone	Letter Carrier, St. John's	5th June, 1940	Royal Artillery

APPOINTMENTS

St. John's Delivery ... .Mr. Edward Webber to be Messenger as from the 13th May 1940.

St. John's Delivery.... .... Mr. Cyril Middleton to be Messenger as from the 3rd June, 1940

St. John's G. P. O. ... . Mr. Harold Harding to be Temporary Letter Carrier as from the 1st May, 1940.

St. John's G. P. O. ... . Mr. Douglas Hart to be Temporary Letter Carrier as from the 1st May, 1940.

Bay Bulls ... .Miss Meta Frampton to be Postmistress as from the 22nd May, 1940.

Catalina ... .Mr. Wm. George Raymond to be Messenger as from the 1st June, 1940.

Flowers Cove ... . Mr. C. J. Pearce to be Postmaster as from the 31st May, 1940

Hodge's Cove ... .Mrs. Eleanor Curtis to be Postmistress and Telephone Attendant as from the 17th May, 1940.

Kilbride ... .Mr. S. M. Walsh to be Postmaster as from the 1st January, 1940

Lomond ... . Miss Stella Lee to be Postmistress and Telephone Attendant as from the 1st June, 1940.

Rock Harbour ... .Mrs. Eliza Hooper to be Postmistress as from the 1st May, 1940.

Saunders Cove ... .Mrs. C. Burton to be Telephone Attendant as from the 29th May, 1940.

RESIGNATIONS

Bay du Nord ... .Mr. T. J. Farrell, Postmaster, effective the 15th June, 1940. Salary $60.00 per annum. Advertised locally.

Southern Bay.... ....Mr. Reg. Quinton, Postmaster, effective the 31st May, 1940. Salary $48.00 per annum. Advertised locally.

Lomond ... .Miss Olive Seaward, Postmistress and Telephone Attendant, effective the 31st May, 1940. Vacancy not advertised.

Rock Harbour.... ....Mrs. A. Hooper, Telephone Attendant, effective the 30th April, 1940. Vacancy not advertised.

Saunders Cove ... .Mrs. John Sparkes, Telephone Attendant, effective the 28th May, 1940. Vacancy not advertised.

RETIREMENTS

St. John's G.P.O. ... .Mr. R. F. Newhook, Inspector, effective the 31st May, 1940, due to ill health.

St. John's Delivery..... .... Mr. Stephen Angel, Messenger, effective the 31st May, 1940, having reached the age limit for Messengers.

St. John's Delivery..... ....Mr. C. R. Thistle, Messenger, effective the 30th June, 1940.

Flat Rock ... . Mrs. Catherine Allen, Postmistress, effective the 30th June, 1940.

DISMISSAL

Kilbride ... .Mr. John Carew, Postmaster. Ceased to be employed in the Service as from the 31st December, 1939.

REGULATIONS CONCERNING USE OF STATIONERY

In view of the rapidly advancing prices of paper, all officials are urged to exercise the utmost economy, and to reduce the consumption of paper in this Department by strict adherence to the following rules:—

1. (a) Only the smallest size of paper required for the particular communication should be used. Large blank spaces should be avoided.

(b) Single-spacing should be adopted for typewriting purposes throughout the Service.

(c) Yellow sheets, usually used throughout the Department for duplicates of letters for record purposes, should be used front and back where continuation sheets are necessary.

MAILS

REGISTRATION SHEETS

Postmasters should note that receipts for Registered Letters must show clearly:—

(1) The number.

(2) The name of the addressee, Street, Town, State or County, and Country.

Every receipt must be legible and the writing should be sufficiently heavy to last for some time without becoming obscured.

Care in Assorting

The attention of all members of the staff engaged in assorting mail is again drawn to Pages 193, 338 and 614 of the Post Office Circular. Despite repeated warnings, complaints of misassorting of mail are still too frequently received, and it is felt that the exercise of reasonable care should result in a reduction in the number of cases of delay to mails, due to this cause.

Cancellation of Postage Stamps

Renewed attention is called to the necessity for properly defacing stamps, as per Pages 33, 197, 466, 593 and 661 of previous issues of the Post Office Circular. Cases of failure to deface stamps properly will, in future, result in disciplinary action being taken against the official at fault

Overweight Letters

It has been reported that large business letters weighing in excess of one ounce have been forwarded from certain offices without having been weighed or taxed. Officials are expected to see that overweight letters are properly taxed, and should bring the matter to the attention of business firms, which are in the habit of posting such letters bearing insufficient postage, in order to minimize the loss and inconvenience resulting from this practice.

CENSORSHIP

The Use of Code

The following Public Despatch was sent all Wireless Offices, Newfoundland and Labrador, by the Secretary on the 3rd June:—

> "Telegrams for broadcast over Radio Stations must be sent from the office of origin in plain language. Code must not be used."

TELEGRAPHS

St. Julien's Seasonal Office

The seasonal wireless station at St. Julien's was reopened on the 3rd June, call sign HQ.

Collect Telegrams for Lumber Camps

Postmasters at Logging and Paper Industry Centres report that collect telegrams are being received for men in Lumber Camps located miles from the office.

These telegrams can only be forwarded by chance messenger or left in care of the nearest office of the Company to which the addressee is attached, and are consequently uncollectable at the Terminal Telegraph Office.

Postmasters at offices where these telegrams are offered for transmission must insist on them being prepaid, and should accept them subject to delay. It should also be pointed out to the sender that the Department has no delivery service between the Termnial Office and Lumber Camps, and can take no responsibility for their delivery.

The Terminal Office on receipt of a telegram for a distant Lumber Camp should notify the office of origin how the telegram was disposed of

Memorandum of Instructions Regarding Acceptance of Messages to Members of Canadian Active Service Force (CASF) in Canada

Effective at once the following instructions will apply with respect to messages addressed to members of the Canadian Active Service Force at the various military training camps in Canada.

Such messages should be addressed as follows:—

REGIMENTAL NUMBER RANK NAME
UNIT
CAMP

A message intended for a Corporal with the No. 6 Field Ambulance Unit, R.C.A.M.C. would be addressed as follows:—

No. P. 6105 Cpl. J. T. Hamilton,
No. 6 Field Ambulance, R.C.A.M.C.,
Petawawa.

Messages addressed in the above manner will enable the delivering office to effect delivery without undue delay that might be occasioned if ordinary incomplete information is furnished.

This advice should be brought to the attention of senders of messages, who should be induced, if possible, to use the form of address recommended.

The above has been received from the Canadian Pacific Railway Company's Communications Department at Montreal, P.Q., through the Commercial Cable Company.

ACCOUNTING

Monthly Reports

The failure of some Post Offices to mail monthly reports to the Accounting Department promptly at the end of each month, has been the cause of considerable inconvenience and, in future, offices from which such accounts are overdue will be listed in the Post Office Circular.

Remittances of Cash

The following Notice was sent to all offices by the Secretary on the 3rd June:—

> "As June is the last month in the financial year, Postmasters must remit to Head Office and the Bank of Montreal all cash on hand, except the authorized Money Order reserve, in time to reach St. John's not later than the 27th June.

Stolen U.S.A. Postal Money Order Forms

The following U.S.A. Postal Money Order Forms have been reported stolen:—

Cleveland, Ohio, Sta. 106 .. . . . . Nos. 174898-175000 inclusive

The above Orders, if presented at a Newfoundland office, must not be paid. Postmasters should follow the instructions given on Page 31 of the Post Office Circular of the 7th January, 1937, and Page 58 of the Post Office Circular of the 11th February, 1937.

POST OFFICE CIRCULAR.

THURSDAY, 13th JUNE, 1940

Issued by the Secretary to the Department of Posts and Telegraphs, St. John's, Newfoundland

THE INSTRUCTIONS ON PAGE 762 OF THIS ISSUE OF THE POST OFFICE CIRCULAR ARE OF EXTREME IMPORTANCE AND ALL OFFICIALS ARE REQUESTED TO READ THEM CAREFULLY.

LEAVE OF ABSENCE FOR THE DURATION OF WAR

Mr. J. J. Young ..... Grade III Clerk, St. John's General Post Office, granted leave from the 5th June, 1940, to join Royal Navy.

CORRECTIONS

The appointment of Mrs. Eliza Hooper at Rock Harbour as Postmistress, as shown on page 757 of the Post Office Circular of the 6th June, should have read Telephone Attendant.

The appointment of Mr. Cyril Middleton at St. John's Telegraph Delivery, as messenger, is hereby cancelled.

VACANCIES

Burgeo ..... Messenger Assistant. Salary $180.00 per annum. Vacancy advertised locally. Applications close the 30th June, 1940.

St. Anthony ..... Assistant Postmaster. Salary $600.00 per annum. Vacancy advertised by telegraph to all offices. Applications close the 15th June, 1940.

RESIGNATIONS

Pasadena ..... Mr. A. Watton, Postmaster, effective the 30th June, 1940. Salary $108.00 per annum. Vacancy advertised locally. Applications close the 22nd June, 1940.

RETIREMENTS

Iona ..... Mrs. B. Pope, Postmistress and Telephone Attendant, effective the 30th June, 1940. Salary $36.00 per annum. Vacancy advertised locally. Applications close the 22nd June, 1940.

APPOINTMENTS

Victoria Cove ..... Mrs. Raymond Torraville to be Postmistress and Telephone Attendant as from the 5th June, 1940.

St. John's G. P. O. ..... Mr. Stephen Angel to be temporary Letter-Carrier as from the 6th June, 1940.

St. John's G. P. O. ..... Mr. Stanley Warford to be temporary Letter-Carrier as from the 6th June, 1940.

St. Anthony ..... Mr. J. H. Patey to be Postmaster as from the 5th June, 1940.

CENSORSHIP

Newspapers, magazines, books, circulars and all similar mail from abroad not posted by the Publishing Houses or Distributors must pass through the Censorship Office at St. John's before delivery to the addressees. Postmasters receiving items from North Sydney by the East Bound Train should hold them from delivery and reforward them to the Censorship Office, G.P.O. Such items may be delivered only as they are received from St. John's Head Post Office and stamped "Passed by Censor."

MAILS

Mail Courier Contracts

Two copies of Mail Courier Contracts have been mailed to Couriers who operate yearly Courier Services.

Postmasters of places at which the couriers reside are requested to see that the courier returns one copy, properly signed and witnessed, to Head Office as soon as possible.

Letter Bills from St. John's

As from the 1st June, 1940, Letter Bills despatched from St. John's will have no acknowledgement form attached. This arrangement applies to St. John's only. Upon receipt of a mail, Postmasters must check Registered items received against the list of Registers. Any deficiency or other difference must be **immediately** reported by telegraph, in accordance with instructions appearing on page 170 of the Post Office Circular of the 9th September, 1937, and reprinted below.

Missing Registered Articles, Insured Parcels, etc.

It is the duty of an office which fails to receive a registered article or parcel, which has been advised on a letter bill, parcel bill or list, to report the circumstances **immediately.**

Two telegrams should be sent, one to the office from which the registered article or parcel was due to have been received and the other to the Assistant Secretary. A full written report should be forwarded to the Assistant Secretary as soon as possible.

A Postmaster who fails to notify the non-arrival of a registered article or listed parcel **immediately** as instructed, or who waits a few days before doing so, will be held responsible for the registered article or parcel and for any claims for indemnity which may arise in connexion therewith.

Foreign Mail Services Resumed and Suspended

Letter (including Air Mail) services are in operateion to Estonia, Latvia, Lithuania, Sweden and the Union of Soviet Socialist Republics, but correspondence is subject to delay.

Letter mail service to Finland has been resumed but correspondence is subject to heavy delay.

Parcel Post, insured and registered letter services to Greenland have been suspended until further notice. All other correspondence is subject to heavy delay.

Letter and parcel post services are still in operation to Iceland and the Faroe Islands.

Also see pages 747 and 754 of previous issues of the Post Office Circular for information in connection with suspensions in mail services.

ACCOUNTS

Many officials at Controlling offices for telephone circuits fail to see that phonotelegram reports are properly checked before being forwarded to Head Office, and it has also been noted that the attendants at many telephone offices do not understand how to make out their phonotelegram reports properly.

It is the duty of the official, in charge of the Controlling office for a telephone circuit, to see that phonotelegram reports are accurate when sent in to Head Office and to instruct telephone attendants as to the manner in which these reports should be made out.

The attention of all officials concerned is drawn to the instructions given on page 128 of the Post Office Circular dated the 20th June, 1937, a careful study of which should result in a great reduction in errors in the reports in question, and a consequent reduction in the amount of unnecessary work now performed by the officials at Head Office.

Errors in Money Order Work

The following is a list of Post Offices where officials were responsible for four or more errors in Money Order Service during the month of March, 1940:

Office	No. of Errors	No. Orders Issued and Paid During March, 1940
Bonavista	4	247
Charleston	4	45
Dildo	4	41
Fortune Harbour	7	122
Hampden	4	53
Mount Carmel	4	56
Norris Arm	5	129
Port Saunders	4	70
St. John's East	4	898
St. John's General	4	4229
St. John's West	4	65
Salmon Cove	5	32
Victoria	4	78
Whitbourne	5	111
		6176

Total number of Orders issued during March	19,952
Total number of Orders paid during March	10,292
	30,244

Total number of errors	273
Percentage of errors	.90

i.e. approximately 9 errors for each 1,000 Orders issued and paid.

Total number of figure errors	215
Percentage of figure errors	.71

i.e. approximately 7 errors for each 1,000 Orders issued and paid.

Stolen United States Postal Money Order Forms

The following U. S. A. Money Order Forms have been reported stolen:—

Abercrombie, N. Dak ... . 65592 to 65600 inclusive

Stolen Canadian Postal Notes

The following Postal Notes are reported stolen from the Canadian Post Office of MacTier, Ontario:

CO 236846-50	SO 591891-95	FO 218331-35
EO 468871-75	DO 228616-20	NO 221306-10
QO 270856-60		

The above Orders or Postal Notes if presented at a Newfoundland office must not be paid. Postmasters should follow instructions given on Page 31 of the Post Office Circular of the 7th January, 1937, and Page 58 of the Post Office Circular of the 11th February, 1937.

POST OFFICE CIRCULAR.

THURSDAY, 20th JUNE, 1940

Issued by the Secretary to the Department of Posts and Telegraphs, St. John's, Newfoundland

THE POST OFFICE CIRCULAR CONTAINS INFORMATION OF VALUE TO THE STAFF POSTMASTERS AND THEIR STAFFS SHOULD READ EACH ISSUE CAREFULLY

CENSORSHIP

Suspension of Communication with Italy

In view of the entry of Italy into the War, all postal and telegraph communication with that country has been suspended. Communication with the Vatican City will be kept open if possible.

Delivery of Foreign Newspapers, Etc.

The notice appearing on page 762 of the Post Office Circular of the 13th June concerning newspapers, magazines, etc., applies only to items originating in the U. S. A. and other foreign countries. It does not apply to newspapers and magazines from Canada.

LEAVE

Subject to the exigencies of the service and the availability of suitable relief officials Postmasters and their staffs will be granted two weeks annual leave.

In view of present conditions, which have seriously depleted the available relief staff, it may not be possible to relieve every official. In order that as many as possible may be let off it is requested that officials leave and return to duty on the set dates. Extensions of leave seriously interfere with the proper working of a leave schedule and officials should refrain from making requests.

It has also been noted that some officials make definite arrangements with other officials for relief. In order to avoid disappointment this practice should cease. Wherever possible leave will be granted in accordance with the wishes of the official concerned

OFFICIAL UNIFORMS

Telegraph Messenger-Assistants, Messengers, Porters and other officials supplied with tunic style uniform coats are again reminded that the use of coloured shirts, collars and ties is strictly prohibited. Blue shirts and collar, with black tie must be worn at all times when the uniform is used.

MAILS

Unpaid and Insufficiently Prepaid Correspondence

This Department has been advised by the British Post Office of a change in the marking of unpaid and insufficiently prepaid correspondence originating in Great Britain.

The present system of shewing the amount of the tax to be collected in French Gold Centimes convertible into Newfoundland currency at 5 centimes to the cent will cease, and the amount of the tax will, in future, be shewn in shillings and pence. For converting the tax into Newfoundland currency each penny will be considered equivalent to 2 cents and each shilling equivalent to 24 cents.

This applies only to incoming correspondence from Great Britain.

Parcels Containing Liquids and Powders Improperly Packed

Parcels containing Liquids and Powders are being accepted at certain offices with the contents not packed securely enough to withstand the ordinary risks of transit.

The instructions with regard to the packing of parcels containing liquids, fruit, fish, meat eggs, butter, cream and greasy and strong smelling articles were given on pages 145 and 146 of the Post Office Circular. Parcels containing powders and all pulverised dry substances should be packed with the same degree of care and precaution as is necessary for liquids.

Postmasters should acquaint the public with the proper methods of packing parcels so as to guard against possible damage to the mails, and they should not accept parcels which are not packed in accordance with the instructions given and which are liable to be broken in transit and cause damage to other mail matter.

The above instruction appears on page 333 of the Post Office Circular dated the 16th June. 1938.

TELEGRAPHS

Telegraph Communication Suspended with Occupied Portions of France

Cable companies advise that Telegraph Communication is suspended with Paris and all occupied portions of France.

Public Holiday Telegrams

Telegraph offices throughout the country are closed at noon on public holidays, in common with the Head Office at St. John's. Business houses at St. John's are closed all day, and telegrams cannot as a rule be delivered.

Persons filing business telegrams for delivery at St. John's should be advised of this and messages accepted **subject to delay.**

Priority telegrams should be accepted with reserve on these days and only when there is a reasonable chance of their being delivered in time to serve their purpose.

The telegraph service does not close on half holidays, but business places do. Consequently telegrams cannot always be delivered after 12.30 p.m.

Telegrams for delivery on half holidays (Wednesday afternoon) should be filed early and expedited as much as possible, without interfering with messages filed earlier in the day.

While telegrams as a rule are sent in sequence of filing some discretion should be exercised in this where the text of a certain message may show the necessity of advancing its order of transmission.

Telegraph Stationery

In order to effect further economy in the use of official stationery it has been decided, that as from the 1st July, 1940, and until further notice all telegraphic communication between Post Offices and Head Office will be by service message instead of D.H. message unless the D.H. service is specially requested.

Officials, however, are reminded that the use of the Department's lines for non-revenue-producing business should be kept at a minimum.

Telegrams to and from Inspectors

In view of the fact that telegrams to and from the Department's Inspectors are sent in code, it is of the greatest importance, that there should be no errors in transmission, and that no words are dropped from or added to the message.

As a safeguard in the latter particular the check of a message to or from an Inspector must be transmitted and the same precautions taken as in the case of paid traffic.

The D.H. System will continue to be used for these messages.

ACCOUNTING

Monthly Reports

On pages 671 and 760 of the Post Office Circular instructions were issued that Monthly Accounting Reports should be forwarded. In spite of these instructions some officials still failed to forward these reports and on being asked the reason replied that the reports had been forwarded. On checking these statements it was found that the officials concerned had forwarded only their Monthly **Traffic** Reports.

Postmasters should take notice that the introduction of the Monthly Traffic Report (Form No. 1080) has **not** made unnecessary the use of the Monthly Accounting Reports from Non-Money Order offices (Form No. 1019 and 1020), WHICH MUST BE FORWARDED AT THE END OF EACH MONTH AS DIRECTED IN ACCOUNTING CIRCULAR C.1.

Telegraph Checks

The following is a list of offices not reporting checks daily:

Badger
Buchans
Campbellton
Corner Brook
Deer Lake
Gambo
Glovertown
Millertown
Norris Arm
Port Blandford

Check Service Messages

The following is a list of offices not answering Check Services within time allotted (24 hours):

Brig Bay
Buchans
Corner Brook
Cow Head
Daniels Harbour
Flowers Cove
Gambo
Glovertown
Grand Falls
Norris Arm
Norris Point
Old Perlican
Whitbourne

Issue of Money Orders—Care Necessary

Money Orders must be issued carefully and neatly. If an error is made when issuing a Money Order that Money Order must be cancelled (Marked "Spoiled") and a new one issued. Spoiled Money Orders must be sent to the Accountant attached to the Issue Sheet.

The Receipt portion of a Money Order must always be given to the Remitter. This applies to Money Orders sent by Telegraph or issued in respect of a C.O.D. parcel as well as to ordinary Money Orders.

Money Orders which are to be sent by Telegraph must be made out before the Telegram of Advice is prepared. Money Orders issued in respect of a C. O. D. parcel must be made out immediately upon delivery of the parcel.

Postmasters are reminded that a mistake made in issuing a Money Order may lead to serious consequences for them. They must, therefore, never allow themselves to be rushed in the transaction of Money Order Business. Money Orders should, at all times, be issued as quickly as possible but never hurriedly or carelessly. Every item must be written on Stub, Money Order, Coupon-Advice and Receipt and checked carefully before the order is passed to the Remitter.

The Money Order Issue Sheet should be kept at the counter and the necessary particulars should be entered thereon as soon as each Money Order is issued. Postmasters should not rely upon the particulars on the Stub for entering on the Issue Sheet."

Alterations or Erasures in Money Orders Presented for Payment

When a Money Order is presented for payment the Postmaster must examine it carefully. If there are any alterations, erasures or difference between words and figures payment must be refused.

Two D.H. telegrams must be sent, one to the Chief Accountant, reporting the irregularity and asking the correct amount of the Money Order according to the Issue Sheet and one to the Postmaster at the Issuing Office asking the amount of the Money Order according to his records. On receipt of a reply from the Chief Accountant the Money Order may be paid at the figure quoted by him. The Postmaster should write across the face of the order "Paid at $ . . . . . as per attached Telegrams" and pin to the Money Order a copy of the Chief Accountant's telegram. When the reply is received from the Postmaster at the Issuing Office it must be compared with the figure quoted by the Chief Accountant. Any difference must be reported at once to the Chief Accountant.

Postmasters are reminded that they may be held responsible for any loss incurred by the Department through the Payment of a Money Order on which any erasure, alteration or difference appears.

Postmasters should keep at the counter the Money Order Paid Sheets. As soon as a Money Order has been paid the particulars should be entered on the Paid Sheet.

The above instructions appear on page 332 of the Post Office Circular dated the 9th June, 1938.

POST OFFICE CIRCULAR.

QUÆRITE PRIMUM REGNUM DEI

THURSDAY, 27th JUNE, 1940

Issued by the Secretary to the Department of Posts and Telegraphs, St. John's, Newfoundland

THE POST OFFICE CIRCULAR CONTAINS INFORMATION OF VALUE TO THE STAFF. POSTMASTERS AND THEIR STAFFS SHOULD READ EACH ISSUE CAREFULLY.

Leave of Absence for the Duration of War

Mr. J. Peddle ..... Head Messenger, St. John's Telegraph Delivery, granted leave as from 18th June, 1940, to join The Newfoundland Forestry Unit

APPOINTMENTS

Argentia ..... Mr. V. M. Nugent to be Postmaster and Operator as from the 1st July, 1940.

St. John's Telegraph Delivery ..... Mr. James Harding to be Messenger as from the 1st June, 1940.

Stephenville Crossing ..... Miss Susan Miller to be Assistant as from the 1st June, 1940.

Bay du Nord ..... Miss Genevieve Lundrigan to be Postmistress and Telephone Attendant as from the 20th June, 1940.

St. Juliens ..... Mr. P. W. Farrell to be seasonal Postmaster and Operator as from the 1st June, 1940.

Grand Falls ..... Mr. Wilson Bartlett to be Carrier Assistant as from the 1st June, 1940.

TRANSFERS

Harbour Grace ..... Mr. D. P. Heath has been transferred to Channel as Assistant as from the 20th June, 1940.

RESIGNATIONS

Jacques Fontaine ..... Mrs. Thomas Harris, Telephone Attendant, effective the 30th June, 1940. Vacancy not advertised.

Port Rexton ..... Miss Charlotte Piercey, Postmistress and Telephone Attendant, effective the 30th June, 1940. Vacancy advertised locally.

VACANCY

Flat Islands, B.B. ..... Applications addressed to the Secretary, Department of Posts and Telegraphs, will be received up to the 9th July, 1940, for the position of Postmaster and Operator at Flat Islands, B.B., at a salary of $420.00 per annum. Applicants should state their names in full, date of birth, educational qualifications, departmental experience, whether married or single and the names of two people outside the Service to whom application may be made with reference to character.

The successful applicant will be required to provide a birth certificate and certificate of medical fitness.

MAILS

Attention is again invited to the necessity of obtaining a clear impression of the date stamp on Money Orders and mail matter so as to leave no doubt as to the exact date, and also to ensure the proper cancellation of stamps. To obtain clear and legible impressions the date stamp should be kept clean and the pads well inked.

TELEGRAPHS

Quirpon Seasonal Office

The seasonal wireless office at Quirpon was re-opened on the 20th of June, call signal QN.

NEWFOUNDLAND WAR SAVINGS CERTIFICATES

A direct obligation of the general Revenue of Newfoundland.

RULES

1. **Purchase Price and Value.** Newfoundland War Savings Certificates are issued in denomination of $3.00. The purchase price of a $3.00 Certificate is $2.50, and the Certificate increases in value each year until on the completition of the sixth from the date of purchase it becomes $3.00.
2. **Redemption.** War Savings Certificates cannot be called for redemption by the Government prior to the date of maturity (i.e. six years from the date of issue). The holder, however, has the option six months after the date of issue of redeeming his Certificates for the purchase price in cash. After the completion of the first year from date of issue the Certificates will be repaid at the holder's option at the rate of $2.55 per Certificate and thereafter in accordance with the table below:—

TABLE OF REDEMPTION VALUES

Purchase Price	$2.50
After six months	2.50
After completition of first year	2.55
" " " second year	2.60
" " " third year	2.65
" " " fourth year	2.75
" " " fifth year	2.85
" " " sixth year	3.00

The Government reserves the right to require ninety days notice in the case of redemption before maturity.

3. **Purchase Limits.** No person may puchase War Savings Certificates in excess of a total maturity value of $600 (purchase price $500) in any one calendar year. These certificates are available to individuals only, not to corporations, but any number of members of one family may purchase up to the limit of $500 purchase price.

4. **Income Tax.** War Savings Certificates will be free of Newfoundland Income Tax, and holders will not be required to report the difference between the purchase price and the redemption value of War Savings Certificates as income in making returns under the Income Tax Acts.

5. **Registration.** Every War Savings Certificate will be registered at the Newfoundland Savings Bank, St. John's. Registration will be made in one name only. Persons should take care to state clearly on application form their name (in full) and address for registration purposes, and the purchaser must furnish specimen signatures whereby he can be identified.

6. **Non-Transferability.** A War Savings Certificate is not transferable and cannot be redeemed other than by its registered owner. Provision will be made to cover the case of the death of the holder.

7. **Loss of Certificate.** In case any holder shall lose his Certificate he should immediately give notice of such loss to the Newfoundland Savings Bank.

8. **Procedure on Purchase and Redemption.** Purchase and redemption of War Savings Certificates may be effected at the Newfoundland Savings Bank, St. John's, and at any Post Office in Newfoundland authorised to do Savings Bank business. The Certificate itself must be presented on redemption.

9. **Form of Application.** An applicant on making application at an authorised Office will be handed a form of application which he will be required to complete in the presence of the Postmaster. The form must be filled in by the applicant in person, but the Postmaster will render any necessary assistance in the way of explanation. The completed form **together with the cash** to cover the cost of the number of Certificates required must be handed back to the Postmaster who will fill in the receipt attached to the application form, detach it, and return to the applicant.

10. **Remittances.** The Postmaster at the close of business each day will make up the amount collected together with the application forms and forward **both** to the Accountant, General Post Office, St. John's, by registered post by the first mail leaving his Office, marked "War Savings Certificates." On receipt of the application form and cash at Head Office an official receipt will be mailed to the Postmaster for the amount of the remittance.

    The actual War Savings Certificates will be mailed direct to the applicant from the Newfoundland Savings Bank.

    No record of the names and addresses of applicants is to be made at Post Offices. A copy of the remittance form should, however, be made.

    The Savings Bank Remittance Form should be used marked "War Savings Certificates."

11. **Purchase of additional Certificates.** If applications for additional Certificates are received from the same person after receipt of the first Certificate the same procedure should be followed as in the first application. In these cases the War Savings Certificate Book should be enclosed with the application form and remittance.

12. Postmasters at Offices not authorized to transact Savings Bank business should instruct members of the public, who wish to purchase War Savings Certificates, to make application direct to the Newfoundland Savings Bank at St. John's enclosing the amount for the certificates required, by Money Order or by Registered post.

The following are the Post Offices authorized to transact Savings Bank business:

Badger
Badger's Quay
Bay Roberts
Bishops Falls
Bonavista
Botwood
Buchans
Burgeo
Burin
Campbellton
Carbonear
Catalina
Clarenville
Corner Brook
Deer Lake
Exploits
Fogo
Fortune
Grand Bank
Grand Falls
Greenspond
Harbour Grace
Heart's Content
King's Cove
La Scie
Little Bay Islands
Marystown
Placentia
Ramea
St. Anthony
St. John's
Springdale
Topsail
Trinity
Twillingate
Wesleyville
Windsor

POST OFFICE CIRCULAR.

THURSDAY, 4th JULY, 1940

Issued by the Secretary to the Department of Posts and Telegraphs, St. John's, Newfoundland

THE NOTICE SENT OUT WITH LAST WEEK'S POST OFFICE CIRCULAR, A COPY OF WHICH WILL BE FOUND ON PAGE 773 OF THE PRESENT CIRCULAR, IS EXTREMELY IMPORTANT AND THE OFFICIAL IN CHARGE OF EVERY OFFICE IS EXPECTED TO MAKE A SPECIAL EFFORT TO ENSURE THAT IT IS GIVEN THE GREATEST POSSIBLE PUBLICITY.

APPOINTMENTS

Quirpon .....Mr. Howard Peters to be Seasonal Postmaster and Operator as from the 15th June, 1940.

St. Anthony .....Mr. C. Hancock to be Seasonal Messenger as from the 1st July 1940.

TRANSFER

St. Anthony .....Mr. A. V. King, Postmaster and Operator Flat Islands, to be Assistant Postmaster at St. Anthony, as from the 26th June 1940.

COPY OF PUBLIC NOTICE SENT TO ALL OFFICES WITH THE POST OFFICE CIRCULAR OF THE 27th JUNE, 1940

RADIO TRANSMITTING EQUIPMENT

The attention of the Public is drawn to the fact that under the terms of Section 9 of the Radiotelegraph Act of 1930 and subsequent amendments thereto, no person may operate radio transmitting or receivng apparatus unless a licence has first been obtained from this Department.

Under the above Act the Sale, possession or operation of phonograph oscillators or other similar apparatus is forbidden, and the owners thereof are required to report immediately to the nearest Post Office, Police Officer or Ranger, the fact that they have such apparatus in their possession.

In this connection it is pointed out that any instrument designed to transmit music or speech over very short distances for reception by means of a radio receiver, without physical wire connection between the instrument and the rceeiver, is in effect a radio transmitter and its use is, therefore, illegal.

It is also notified again that the undeclared possession of radio receiving or transmitting equipment may render the owner thereof liable to severe penalties under the terms of the Defence Act of 1939.

J. HAIG-SMITH,
Secretary,
Department Posts and Telegraphs.

MAILS

Renaming of Places by Nomenclature Board

A public notice published in the Newfoundland Gazette of the 2nd of July, 1940, states that effective the 20th of June, 1940:

> Famish Gut and Famish Gut Point on the North East side of Placentia Bay shall be renamed:
>
> Fairhaven and Fairhaven Point respectively.

Officials responsible for the assorting of mail matter are requested to note the above change in names.

TELEGRAPHS

Change of Time During July and August

Effective from Midnight Sunday, the 30th June, all clocks in Newfoundland were advanced one hour ahead of Daylight Saving Time. This change is to continue in effect until Midnight on Sunday, the 1st September, 1940, when clocks are to be put back to ordinary Daylight Saving Time. The Newfoundland Railway train and steamboat services will continue to operate on Daylight Saving Time which has been in effect since Sunday, the 12th May.

Expeditionary Force Messages

As from the 27th June Expeditionary Force messages (indicator EFM) will be available to and from Army and Airforce nurses.

This should be noted under the heading of "Expeditionary Force Messages" on page 696 of the Post Office Circular dated the 15th February, 1940.

This is an exclusive Cable and Wireless service and telegrams of this class must be routed "Via Imperial."

Certificate of Proficiency

Mr. John F. Collins of St. John's has successfully passed the examination for a second class certificate of proficiency in Radiotelegraphy. The last list appeared on page 755 of the Post Office Circular of the 30th May, 1940.

Use of Service Messages Instead of Dead Head Messages

As from the 1st July, in order to save paper, telegrams on departmental business will not be copied in duplicate at Head Office but on a single service form. The number of words in the text will be indicated. "SVC" should be signalled to indicate the form to be used instead of "City" and the preamble of an 18 word message should take the following form "SVC No. 6 Gambo 18 Accountant St. John's."

TRAFFIC

	May 1939	May 1940
Total Paid Messages	47,608	50,049
Priority Messages (included in above)	2,020	3,265
Dead Head Messages	1,699	1,654
Service Messages	5,740	5,155
Public Despatch Telegram equivalent	7,380	4,410
Equivalent in words to	11,075	6,608

The decrease in the number of service and dead head messages is commendable but in view of the increase in traffic and the consequent congestion of the various circuits it is imperative that every effort be made by all concerned to reduce the number of such messages to an even greater extent.

ERRORS, DELAYS AND FAILURES

During the month of May there were 4 errors and 1 failure.

ERRORS

Between Deer Lake and St. John's	1
" Topsail and Catalina	1
" Grand Bank and Placentia	1
At Campbellton	1

FAILURES

At Victoria, C.B.	1

A fine of ten cents was imposed on Mr. G. Thomas, Campbellton, for an error in figures, and on Mr. J. E. Vaters (Postmaster) Victoria, C.B., for failure of service.

ACCOUNTING

Radio Receiving Licences Not Transferable

Postmasters issuing Radio Receiving Licences should note that when a licensed Radio receiving set is sold the licence cannot be transferred to the new owner.

The new owner must purchase another licence in such cases.

Errors in Money Order Work

The following is a list of Post Offices where officials were responsible for four or more errors in Money Order Service during the month of April, 1940:

Office	No. of Errors	No. of Orders Issued and Paid During April, 1940
Chance Cove	4	31
Fortune Harbour	4	70
Harcourt	4	39
Little Bay	6	83
Millertown	4	167
Nipper's Harbour	4	80
Roberts Arm	4	49
St. Georges	5	245
Spaniards Bay	4	142
Trinity	4	82
		998

Total number of Orders issued during April	19,377	
Total number of Orders paid during April	8,235	
		27,613
Total number of errors	245	
Percentage of errors	.88	
i.e., approximately 9 errors for each 1,000 Orders issued and paid.		
Total number of figure errors	193	
Percentage of figure errors	.69	
i.e., approximately 7 errors for each 1,000 Orders issued and paid.		

Stolen U. S. A. and Canadian Postal Money Order Forms

The following U.S.A. and Canadian Postal Money Order Forms have been reported stolen:

Tobias, Nebr.	98401 to 98600 inclusive
Calgary, Alberta, sub-office No. 6	04447 to 04800 inclusive

POST OFFICE CIRCULAR.

THURSDAY, 11th JULY, 1940

Issued by the Secretary to the Department of Posts and Telegraphs, St. John's, Newfoundland

THIS ISSUE OF THE POST OFFICE CIRCULAR CONCERNS INFORMATION CONCERNING THE INCREASES IN POSTAL AND TELEGRAPH RATES WHICH CAME INTO EFFECT AS FROM MIDNIGHT OF THE 3rd JULY, 1940. ALL OFFICIALS ARE REQUESTED TO STUDY THE NEW RATES SHOWN ON PAGES 777 AND 778.

APPOINTMENTS

St. John's Telegraph Delivery ..... Mr. Gordon Campbell to be Seasonal Messenger as from the 24th June, 1940.

WITHDRAWAL OF RESIGNATION

Jacques Fontaine ..... Mrs. Thomas Harris, Telephone Attendant, whose resignation was effective the 30th June, has withdrawn her resignation and has been re-appointed.

INCREASE IN POSTAL AND TELEGRAPH RATES

The following changes in Postage and Telegraph rates became effective as from Midnight, the 3rd July, 1940:

LETTERS FOR TOWN DELIVERY:

3 cents for the first ounce and 2 cents for each additional ounce or part of an ounce in place of 2 cents per ounce.

NEWSPAPER MAILED BY INDIVIDUALS AND FIRMS OTHER THAN THE PUBLISHERS:

2 cents for every two ounces or part of two ounces in place of 1 cent for every two ounces or part of two ounces.

PRINTED PAPERS:

2 cents for every two ounces or part of two ounces in place of 1 cent for every two ounces or part of two ounces.

A number of copies of a list of articles which can be posted under this head is being forwarded to each office for distribution to members of the Public on request.

TELEGRAMS:

Ordinary or full rate to all points in Newfoundland:

30 cents for the first ten words, 3 cents for each additional word in place of 25 cents and 2 cents.

PRIORITY: 15 cents additional to the above charges.

NEWFOUNDLAND LABRADOR

From Newfoundland to Wireless Stations in Labrador:
60 cents for ten words or less and 5 cents for each additional word (Domestic count).

CANADIAN GOVERNMENT STATIONS ON LABRADOR

The rates from Newfoundland to Canadian government stations on Labrador via St. John's wireless stations, shown on page 503 of the Post Office Circular dated the 30th March 1939, should be corrected by adding in each case five cents to the rates given for 10 words or less and one cent to the rates for each additional word.

The rates for radiograms to and from ships at sea and for telegrams to and from points outside of Newfoundland remain unchanged.

PARCELS TO GREAT BRITAIN:

To members of His Majesty's Forces and men serving in the Mercantile Marine and Logging Units overseas in Great Britain:

3 lbs. or fraction thereof	40c
From 3 lbs. up to and including 7 lbs.	60c
From 7 lbs. up to and including 11 lbs.	90c
From 11 lbs. up to and including 22 lbs.	$1.70c

Limit of weight 22 lbs.

Parcels posted under these special rates cannot be accepted for Insurance.

The postage rates on parcels to Great Britain other than to members of H. M. Forces, the Mercantile Marine or Logging Units remain unchanged.

MAILS

Mail for Canadian Active Service Force in the British West Indies

Mail for members of the Canadian Active Service Force on duty in the West Indies should be addressed as follows:—

Regimental No.
Rank and Name,
Full Name of Regiment or Unit,
C.A.S.F.,
c/o Base Post Office,
Canada.

The ordinary postage rates on Civil mails will apply to all classes of mail, and parcels must not be insured.

ECONOMY IN USE OF TWINE

In the present circumstances the utmost economy should be exercised in the use of twine, and to this end Postmasters, Mail Clerks and Carriers should take steps to ensure that twine is not wasted by passing around bundles of letters more than twice, by leaving long ends on tied bundles, or by cutting the string when opening bundles or letters. Officials should re-use the string as long as it remains in serviceable condition.

TELEGRAPHS

Opening of Labrador Seasonal Offices

The following Labrador Seasonal Wireless offices re-opened for business on the dates shown:—

Fishing Ships Harbour Hawkes Harbour Flat Islands	1st July
Domino	2nd July
Grady	3rd July

ACCOUNTS

Improper Use of Remittance Forms

In spite of repeated reminders, many Postmasters continue to include cash, to cover two or more accounts, on one remittance form, whilst others do not indicate the account which the remittance is intended to cover.

It has also been noted that some officials do not use the proper remittance forms at all, but forward cash accompanied only by scraps of paper on which the particulars of the remittance are shown.

The attention of the officials concerned is directed to page 732 of the Post Office Circular for the 18th of April 1940, and it should be noted that, in future, disregard of the instructions concerning remittances will result in disciplinary action being taken in every instance.

Recovery of Stolen Canadian Money Order Forms

The money order forms, numbered 04447 - 04800 inclusive which were reported in the Post Office Circular of the 4th July 1940, as having been stolen from the Calgary, Alta., Sub-Office No. 6, have now been recovered.

POST OFFICE CIRCULAR.

THURSDAY, 18th JULY, 1940

Issued by the Secretary to the Department of Posts and Telegraphs, St. John's, Newfoundland

THE POST OFFICE CIRCULAR CONTAINS INFORMATION OF VALUE TO THE STAFF. POSTMASTERS AND THEIR STAFFS SHOULD READ EACH ISSUE CAREFULLY.

PROMOTIONS

St. John's, Accounts Branch .....Miss I. Manuel, Grade III Clerk, to be Cashier as from the 1st July, 1940.

St. John's, Accounts Branch .....Miss I. Tibbs, Stenographer, to be Grade III Clerk.

St. John's Registry and Typing .....Miss Margaret Murphy, temporary officer in the Accounts Branch, to be Stenographer as from the 8th July, 1940.

St. John's, Inspectorate .....Mr. A. M. Carew, Postmaster at Placentia, to be Inspector as from the 1st July, 1940.

St. John's, Inspectorate .....Mr. A. C. Jerrett, Postmaster at Topsail, to be Acting Inspector as from the 1st July, 1940.

RESIGNATION

Burin .....Mr. L. Penney, Messenger, resigned as from the 11th July, 1940. Vacancy advertised locally.

CENSORSHIP

Letters and other postal packets exceptirg parcels, insured letters and insured parcels, may be accepted for transmission to Switzerland and the Vatican City, but, as such mails are liable to censorship by the enemy senders should exercise the utmost discretion with respect to what is sent or written.

Mails for Finland are also liable to interception by the enemy.

MAILS

Letters and Parcels to France or to French possessions may be accepted but posters should be informed that they are subject to delay and censorship.

Postage on Parcels Addressed to Members of the Canadian Active Service Force

The Postage rates given on Page 734 for parcels addressed to the Canadian Active Service Force are to be cancelled and the following substituted:

> Effective immediately parcels addressed to Members of the Canadian Active Service Force in care of the Base Post Office Canada should carry Postage at the rate of 14 cents per pound, up to and including twenty pounds.

Postage on Newspapers and Magazines

The Postage rate given on Page 777 for Newspapers mailed by individuals and firms other then the publishers is to be cancelled and the following substituted:

> On Newspapers and other periodicals mailed by individuals and firms other than the Publishers to addresses in Newfoundland, the postage paid should be: 2 cents for every four ounces or part of four ounces in place of 1 cent for every four ounces or part of four ounces.

TELEGRAPHS

Telegrams for French Possessions

Telegrams for French possessions should be accepted at senders risk only; they are subject to censorship and indefinite delay.

Jewish New Year Greeting Service

Owing to present conditions the Jewish New Year Greeting Service will not be available this year.

ACCOUNTS

It has been noted that, contrary to instructions, some Postmasters omit to show the date on their reports. This failure properly to date reports results in serious inconvenience at Head Office, especially when two or more reports are received in the same mail. All officials concerned are again urged to use every precaution in order to ensure that no extra work is thrown on the Accounting staff, during the present time, when the pressure of work due to wartime conditions is increased.

Movements of Coastal Steamers Not to be Reported

Movements of coastal steamers must not be displayed on notice boards inside or outside the building. The travelling public or business people should apply to the office for such information.

Rate of Pay for Labor for Telegraph Maintenance

All classes of labor employed on telegraph and telephone lines or elsewhere by the Telegraph section will be paid at the rate of twenty-five cents per hour until further notice. Postmasters should make sure that the number of hours is shown and that the rate per hour is correct before certifying bills. Postmasters are also expected to see that the number of hours shown were actually worked insofar as it is possible for them to do so. The expenditure order number must always be shown on the bill and a report of the work done (Form No. 1246) must be attached in all cases.

See also pages 40, 47, 139 and 319 of the Post Office Circular.

Private Telephones

No additional private telephone will be permitted on main telephone lines connecting public offices over which telegrams are transmitted and in no cases will a request for a private telephone be granted if the distance from the subscriber's residence to the nearest point on a branch line to which only private telephones are connected, or to the nearest post office or public telephone office, exceeds one quarter of a mile.

The attention of Postmasters is also directed to page 43 of the Post Office Circular with reference to the irregular connecting of telephones to the Department's telephone lines by private individuals without authority.

Original Telegrams Should Not Be Attached to Bills

On the 2nd October, 1934, the following regulations were issued in connexion with Outport Charge accounts for the Customs Department as follows:—

"All telegrams handed in by Collectors of Customs addressed to Revenue Cutters and certified by Collectors should be treated as paid messages. Send a bill with a copy of each message to the Accountant, St. John's, with your monthly returns. Amounts will be collected here."

This rule applies to Charge Accounts for the Department of Public Health and Welfare and other Government Departments.

Some Postmasters send in the original telegrams instead of copies. This practice should cease and only **copies** should be attached to the bill as vouchers.

The original telegrams should be retained in the office issuing the statement.

POST OFFICE CIRCULAR.

THURSDAY, 25th JULY, 1940

Issued by the Secretary to the Department of Posts and Telegraphs, St. John's, Newfoundland

AT THE PRESENT TIME WHEN, OWING TO THE WAR AND CONSEQUENT MILITARY AND NATIONAL EXIGENCIES, THE VOLUME OF TELEGRAPH TRAFFIC IS EXTREMELY HEAVY AND THE NUMBER OF OPERATORS HAS BEEN REDUCED BY ENLISTMENTS, I WOULD LIKE TO IMPRESS UPON THE STAFF THE NECESSITY FOR RIGIDLY CUTTING DOWN ALL UNNECESSARY MESSAGES AND UNESSENTIAL VERBIAGE IN TELEGRAMS. I AM VERY APPRECIATIVE OF THE EFFORTS OF THE STAFF IN THEIR WHOLE-HEARTED ENDEAVOURS TO MAINTAIN AN EFFICIENT SERVICE, BUT I FEEL THAT THERE IS A CONSIDERABLE NUMBER OF TELEGRAMS STILL BEING TRANSMITTED EITHER AS "DEAD HEADS" OR SERVICE MESSAGES WHICH ARE NOT ESSENTIAL AND ARE BEING TRANSMITTED TO THE DETRIMENT AND DELAY OF OTHER LEGITIMATE AND URGENT TRAFFIC. IT WILL, I AM SURE, VERY APPRECIABLY RELIEVE THE PRESENT CONGESTION AND REDUCE THE DELAY IF EVERY MEMBER OF THE STAFF WILL REFRAIN FROM USING THE TELEGRAPH EXCEPT FOR LEGITIMATE TRAFFIC. ALL ENQUIRIES OF A NON-URGENT NATURE, E.G., AUTHORITY FOR CLEANING, FUEL AND REPAIRS, ETC., SHOULD BE SENT BY POST IN FUTURE.

J. HAIG-SMITH,
Secretary.

APPOINTMENTS

St. Anthony ..... Russell Suley to be Seasonal Messenger as from the 15th July, 1940.

Burgeo ..... J. A. Matthews to be Messenger Assistant as from the 1st July 1940.

Port Rexton ..... Miss L. Bannister to be Postmistress and Telephone Attendant as from the 9th July, 1940.

Harbour Buffett ..... Miss D. Collett to be Messenger as from the 19th July, 1940.

St. John's Telegraph Delivery ..... G. Baird to be Seasonal Messenger as from the 1st July, 1940

St. John's Telegraph Delivery ..... T. Whelan to be Messenger as from the 1st July, 1940

St. John's Telegraph Delivery ..... F. Newbury to be Messenger as from the 1st July, 1940.

St. John's Telegraph Delivery ..... L. French to be Head Messenger as from the 9th July, 1940.

New Perlican ..... W. E. Martin to be Postmaster and Telephone Attendant as from the 1st July, 1940.

Harbour Grace ..... Marguerite Dawson to be Messenger as from the 1st July, 1940.

Harbour Grace ..... Reginald Fallon to be Messenger as from the 1st July, 1940.

Change Islands ..... Cyril Hoffe to be Messenger as from the 1st July, 1940.

Flat Islands, B.B. ..... G. W. Howse to be Postmaster and Operator as from the 21st July, 1940.

RESIGNATIONS

St. Anthony ..... Mr. C. Hancock, Seasonal Messenger, resigned the 13th July, 1940 (no vacancy).

Manuels ..... Miss Olive Butler, Postmistress and Telephone Attendant, to resign the 31st July, 1940. Vacancy advertised locally.

MAILS

Trans-Pacific "Clipper" Service San Francisco-Auckland Route

The United States Post Office Department announces the inauguration of a fortnightly air mail service, effective the 12th July, 1940, from San Francisco, Calif., by Honolulu, Hawaii, Canton Island, and Noumea, New Caledonia to Auckland, New Zealand and return.

The postage rates for such air mail correspondence will be as follows:—

	Per Half Ounce
To Hawaii	.38 cents
Canton Island	.57 cents
New Caledonia	.74 cents
New Zealand	.96 cents

Telegrams for Department of Customs

TELEGRAPHS

All telegrams for the Secretary Customs Department when transmitted should be addressed "Customs, St. John's" only and will be signed "Collr." The name of the Secretary or of the Collector should not be transmitted.

Restoration of Port aux Basques-Canso Cable

The Port aux Basques-Canso Cable which was interrupted as from the 23rd June is reported repaired as from the 20th July and conditions in that respect are now normal.

Fire Hazard Warning

The following warning was recently issued by the Fire Patrol of Newfoundland and should be given every publicity:—

> "Owing to absence of rain, high temperatures and low humidity fire hazard at present very great in Newfoundland. Public are requested to take utmost precautions while in woods."

June Telegraph Traffic

	1939	1940		
Paid Telegrams	49,950	54,574	Increase	4,624
Priority (included in above)	2,792	4,807	"	2,015
Deadhead Messages	1,730	1,609	Decrease	121
Services Messages	6,645	5,022	"	1,623
Public Despatch, Words	10,263	6,120	"	4,143
Public Despatch, Telegram Equivalent	6,840	4,080	"	2,760

The continued decrease in the number of Deadhead and Service messages reflects credit on every official in the service of the Department and the Secretary would like all members of the staff to feel that their efforts in this direction are appreciated. A continuance of this downward trend in non-revenue traffic must necessarily result in improved service on revenue business. The attention of all officials is drawn to the special message from the Secretary dealing with this particular aspect of the telegraph service which will be found on the first page of this issue of the Post Office Circular.

Errors, Delays and Failures

During the month of June there were 1 error, 2 delays and 3 failures.

ERRORS

Between Grand Bank and Placentia . 1

DELAYS

At Delivery, St. John's 2

FAILURES

At St. John's 2
At Corner Brook 1

A fine of ten cents was imposed on the following for failure of service: Mr. B. Squires, Mr. W. J. Dewey, Mr. E. J. Veitch, St. John's; Mr. G. Milley, Corner Brook.

The responsibility of one failure at St. John's cannot be placed.

ACCOUNTS

Requisitions for Cash

Requisitions for funds to pay Money Orders must be addressed to Chief Accountant and not to Head Postmaster.

Postmasters are again reminded that registered mail for express trains closes at 3.15 p.m. and any requisition received after 2 p.m. cannot be attended to on that day.

To avoid delay, Postmasters should see that all requisitions are filed as early as possible each morning, addressed to the Chief Accountant, in order to enable the Cashier to obtain the necessary funds from the bank before mailing time.

POST OFFICE CIRCULAR.

THURSDAY, 1st AUGUST, 1940

Issued by the Secretary to the Department of Posts and Telegraphs, St. John's, Newfoundland

THE POST OFFICE CIRCULAR CONTAINS INFORMATION OF VALUE TO THE STAFF. POSTMASTERS AND THEIR STAFFS SHOULD READ EACH ISSUE CAREFULLY.

LEAVE OF ABSENCE FOR DURATION OF WAR

Mr. L. P. Hayden, Postmaster and Operator, Petite Forte, has been granted leave of absence as from 21 July, 1940, to join His Majesty's Fighting Forces.

APPOINTMENTS

Flat Rock ..... Mrs. P. Maher to be Postmistress and Telephone Attendant as from 25 July, 1940.

Wadham Islands ..... Mr. Walter Hicks to be Seasonal Postmaster.

RESIGNATIONS

Davis Cove ..... Mrs. A. Caul, Postmistress and Telephone Attendant, resigned as from 31 July, 1940.

Withdrawal of Resignation

Pasadena ..... Mr. A. Watton, Postmaster, whose resignation was effective 30 June, 1940, has withdrawn his resignation and has been re-appointed as from 1 July, 1940.

DISMISSAL

Leading Tickles West ..... Mr. Garland Noseworthy, Postmaster, dismissed as from 26 June, 1940.

VACANCY

Petite Forte ..... Applications addressed to the Secretary, Department of Posts and Telegraphs, will be received up to 15th August for the position of Postmaster and Operator at Petite Forte, at a salary of $425.00 per annum.

Applicants should state their names in full, date of birth, educational qualifications, departmental experience, whether married or single and the names of two people outside the Service to whom application may be made with reference to character.

The successful applicant will be required to provide a birth certificate and certificate of medical fitness.

Wireless qualifications are essential.

This position is temporary and the appointment will terminate on the return of the Postmaster, Mr. L. P. Hayden, from Overseas.

MAILS

Postage Rates

It has come to notice that letters have been received at the St. John's Post Office from some of the Outport Offices with only 3 cent postage stamps affixed instead of the regular rate of 4 cents for the first ounce. It is thought that perhaps the Postmasters concerned have understood that the rate of 3 cents for the first ounce and 2 cents for each additional ounce for letters for Town delivery shown in the "Increase in Postal and Telegraph rates" given on Page 777 of the Post Office Circular of the 11 July, 1940, referred to letters posted at Outport Offices for delivery in St. John's. This is not correct and Postmasters should note that the rate of 3 cents for the first ounce and 2 cents for each additional ounce applies only on letters for delivery in the same town at which they are posted.

TELEGRAPHS

Daily News Desptach

In view of the general interest in the Public News message despatched from Head Office daily at eleven o'clock, and as it is the only source of world news available at many isolated places, the attention of sub-repeating offices is again called to the importance of retransmitting it to all subordniate offices promptly.

In order to save time and to ensure that all offices will be on hand it should be sent at a specified hour each day.

All Postmasters and Telephone Attendants are reminded that the news should be copied in legible handwriting at offices where there is no typewriter and it must be made available to the public as soon after being received as possible.

ACCOUNTS

Newfoundland War Savings Certificates

It has now been decided that War Savings Certificates should be available at all Post Offices authorised to do Money Order business.

Rule 8 in the regulations issued on page 770-771 of the Post Office Circular dated the 27 June, 1940, should be cancelled and the following substituted:

> **Procedure on Purchase and Redemption.** Purchase and redemption of War Savings Certificates may be effected at the Newfoundland Savings Bank, St. John's, and at

any Post Office in Newfoundland au horised to do Money Order business. The certificate itself must be presented on redemption.

Withdrawal of Money Order Facilities

Money Order facilities at Leading Tickles West were withdrawn on 30 June, 1940. Money Orders should no longer be drawn on this office.

British Postal Orders

On and from the 18th July, 1940, the issue of British Postal Orders in the United Kingdom for payment in Newfoundland is prohibited, except orders up to a limit of £2-2s sent to Newfoundland by a member of the Canadian Active Service Forces in Britain, and provided they are purchased at a Canadian Army Post Office and bear the issuing stamp of an Army Post Office.

All Postal Orders presented for payment must be closely scrutinised and if dated after the 18th July the complete particulars of the Postal Order must be telegraphed to Head Office giving the following particulars: (a) Name of Office of issue, (b) To whom payable, (c) The amount of the order.

Payment of Orders other than those bearing the Canadian Army Post Office stamp must not be made. Postal Orders issued in British possessions or British Money Orders will be paid on presenattion as at present.

Errors in Money Order Work

The following is a list of Post Offices where officials were responsible for four or more errors in Money Order Service during the month of May, 1940:

Office	No. of Errors	No. of Orders Issued and Paid During May, 1940
Bell Island Mines	5	714
Cape St. George	4	39
Cartyville	4	129
Clarenville	4	136
King's Cove	4	93
Lewisporte	4	187
Nippers Harbour	4	74
Norris Arm	4	127
Petty Harbour	4	20
St. Brendans	4	60

Total No. of Orders issued during May	18,767
Total No. of Orders paid during May	8,967
	27,734
Total No. of Errors	237
Percentage of Errors	.85
i.e., 8½ Errors for each 1,000 Orders Issued and Paid.	
Total No. of Figure Errors	176
Percentage of Figure Errors	.63
i.e., approximately 6 Errors for each 1,000 Orders Issued and Paid.	

Money Orders Issued in the United States for Payment in Newfoundland

With further reference to the notices appearing on Pages 687, 723, 728, 744 and 756 of the Post Office Circular, Postmasters are now advised that as from the 29th July, 1940, Money Orders issued in the United States for payment in Newfoundland will be sold at a discount of 10%, instead of 16%, that is, a remitter in the United States will pay 90c. in American funds for a Money Order payable in Newfoundland for $1.00 (Canadian money).

POST OFFICE CIRCULAR.

THURSDAY, 8th AUGUST, 1940

Issued by the Secretary to the Department of Posts and Telegraphs, St. John's, Newfoundland

THE POST OFFICE CIRCULAR CONTAINS INFORMATION OF VALUE TO THE STAFF. POSTMASTERS AND THEIR STAFFS SHOULD READ EACH ISSUE CAREFULLY

APPOINTMENTS

Burin ..... Mr. George S. Ross to be Messenger as from 6th August, 1940.

Manuels ..... Mr. Alva Butler to be Postmaster and Telephone Attendant as from 1st August, 1940.

RESIGNATIONS

Baine Harbour ..... Miss Doris Byrne, Postmistress and Operator, has resigned. To be effective 31st August, 1940.

VACANCY

Baine Harbour ..... Applications addressed to the Secretary, Departmental Posts and Telegraphs, will be received up to 20th August for the position of Postmaster and Operator at Baine Harbour at a salary of $480.00 per annum.

Applicants should state their names in full, date of birth, educational qualifications, departmental experience, whether married or single and the names of two people outside the Service to whom application may be made with reference to character.

The successful applicant will be required to provide a birth certificate and certificate of medical fitness.

Wireless qualifications are essential.

LEAVE

Postmasters of non-telegraph offices are reminded that annual leave of two weeks is granted when no expense to the Department is entailed and then only if a suitable and competent relief official is left in charge of the office. Leave mentioned on Page 765 of the Post Office Circular refers to officials in charge of Money Order Telegraph Offices only.

REPORTING TRANSFER OF OFFICE TO HEADQUARTERS

It is noted that some officials are not reporting to this Office when they leave and resume duty from Annual Leave. It is essential that a report be sent to Head Office immediately an office is passed over by the Postmaster to a relief official and vice versa.

ATTENTION OF POSTMASTERS TO WAR SAVINGS CERTIFICATES

With a view to supplementing the Government's War-time financial resources by mobilizing the savings of individual citizens, the Commissioner for Finance has announced a plan to issue and promote the sales of War Savings Certificates. These Certificates will be issued by and registered at the Newfoundland Savings Bank, St. John's, in its capacity as Agent for the Newfoundland Government. Applications for Certificates will be received by the Newfoundland Savings Bank at St. John's, and all Post Offices authorized to transact Money Order business.

Application forms for Savings Certificates together with the necessary instructions as to their issue and repayment have been forwarded to all offices concerned.

The Posters sent with the instructions should be exhibited on the Public side of the office and the attention of the Public drawn to this Poster and the scheme explained to them if they so require.

Additional supplies of application forms may be obtained by requisition addressed to the Assistant Secretary at the General Post Office, St. John's, Newfoundland.

MAILS

Use of Defaced Stamps

The attention of all officials handling mails is directed to the extract from the Postal and Telegraph Act given below and to the instructions immediately following, which appeared on Page 278 of the Post Office Circular for the 10th March, 1938.

FRAUDULENT USE OF POSTAGE STAMPS ALREADY USED.

EVERY PERSON WHO USES, OR ATTEMPTS TO USE, IN PREPAYMENT OF POSTAGE ON ANY LETTER OR MAILABLE MATTER POSTED IN NEWFOUNDLAND, ANY POSTAGE STAMP WHICH HAS BEEN BEFORE USED FOR A LIKE PURPOSE, OR WHO USES OR ATTEMPTS TO USE FOR THE PURPOSE OF TRANSMISSION BY OR THROUGH THE POST ANY POST CARD OR STAMPED ENVELOPE OR STAMPED POST BAND OR WRAPPER WHICH HAS BEEN BEFORE USED FOR A LIKE PURPOSE SHALL INCUR A PENALTY NOT EXCEEDING FORTY DOLLARS FOR EVERY SUCH OFFENCE. (EXTRACT FROM POSTAL AND TELEGRAPH ACT).

If a Postmaster has grounds for believing beyond all reasonable doubt that a stamp affixed to an item of correspondence or printed or embossed on any stamped stationery has already been used he should withhold the item of correspondence from the normal course of circulation in the mails and forward it with a report to the Secretary. The stamp should **not** be cancelled with the office date stamp. The report should give the date of posting of the item and the name and address of the sender if known to the Postmaster.

It goes without saying that Postmasters should exercise extreme care in this matter and should not withhold an item from due course of circulation unless the evidence of fraudulent use is conclusive. It does not follow for example that because a stamp is dirty it has necessarily been used on a previous occasion. The most conclusive evidence is the mark of a previous date stamp or postmark.

Attention is directed in this matter to page 130 of the Post Office Circular of the 1st July, 1937, in which reference is made to the irregular use of Customs duty stamps.

Care of Inking Pads Used With Date Stamps

From examinations of letters, etc., posted at Outport Offices and arriving in St. John's, it is observed that at practically all offices insufficient ink is being used in the ink pads used for the date-stamp, with the result that it is invariably very difficult, and frequently quite impossible, to read the name of the office of posting. Postmasters should see that these ink pads are kept sufficiently moist to give a clear and legible impression of the date stamp on postage stamps of any colour, and that date stamps are kept clean.

Delivery of Mails

A case has recently come to light in which a Postmaster refused to deliver to a courier mail which reached his office at 1 p.m. on a holiday when the office closed at noon, making it necessary for the courier to make a second trip at a cost of eight dollars.

Mails arriving at distribution offices up to 10 p.m. on any day must be made available to any courier who may be on hand.

The attention of Postmasters is drawn to the notice appearing on page 18 of the Post Office Circular of the 17th December, 1936.

TELEGRAPHS

Steamer Reports

The attention of all Postmasters is drawn to the notice appearing on page 619 of the Post Office Circular. Each coastal steamer is reported once daily to the offices on its route if a report is available. In the interests of secrecy these reports are put in the Department's code.

Immediately upon their receipt steamer reports must be decoded, circulated to all telephone offices and made available to the public as set forth on page 783 of the Post Office Circular of the 18th July, 1940.

Closing of Labrador Wireless Station

The wireless station at Flat Islands, Labrador, is permanently closed as from July 31st.

Labrador Wireless Station Opened

A Seasonal Wireless Station was opened at Comfort Bight, Labrador, on August 5th, 1940. The rate is the same as for other Labrador Wireless Stations.

Expeditionary Force Messages

The Commercial Cable Co. and Anglo-American Telegraph Company Ltd., advises that effective at once Expeditionary Force Messages (Symbol "EFM") will be accepted by these companies on the same terms and conditions quoted on Pages 696 and 774 of the Post Office Circulars dated 15th February and 4th July respectively.

ACCOUNTS

Stolen U. S. A. Postal Money Order Forms

The following U.S.A. Postal Money Order Forms have been reported stolen:—

Boston, Mass., Sta. 122	115932 to 116000 Mc.
Helmville Mont.	46401 to 48000 Mc
Shrewsbury WVA.	17969 to 18000 Mc.
Underhill Centre Vt.	22902 to 22999
Wilton Conn.	72670 to 72800

The above Money Orders, if presented at a Newfoundland Office, must not be paid. Postmasters should follow the instructions given on page 31 of the Post Office Circular of the 7th January, 1937, and page 58 of the Circular of the 11th February, 1937.

POST OFFICE CIRCULAR.

THURSDAY, 15th AUGUST, 1940

Issued by the Secretary to the Department of Posts and Telegraphs, St. John's, Newfoundland

APPOINTMENT

Port au Choix ..... Mrs. Joseph Cornick to be Postmistress and Telephone Attendant as from 10th August, 1940.

RESIGNATIONS

Bell Island Mines ..... Mr. William Power, Messenger, resigned as from the 31st July, 1940. Vacancy advertised locally.

Sally's Cove ..... Mrs. F. J. Endicott, resigned. Vacancy advertised locally.

WAR SAVINGS CERTIFICATES

It is of vital importance that immediate and continuous demand be developed on the part of the public for Newfoundland War Savings Certificates and Postmasters in particular should neglect no opportunity to promote this patriotic effort.

The Newfoundland Government is calling on all Newfoundlanders to loan their savings at a reasonable rate of interest so as to purchase War Savings Certificates which mature in six years. Never was there more urgent need to "Serve by Saving" than to-day. A continuous demand for War Savings Certificates by each individual purchaser is necessary for developing this demand.

Postmasters should co-operate by having all information about the system at their finger tips. All details appearing on the official application form should be learned so that the public may have their questions clearly and convincingly answered and to be induced to invest and keep investing their savings by helping Newfoundland's War effort.

MAILS

Parcel Bills

Renewed attention is drawn to the notice on page 362 of the Post Office Circular dated the 4th August, 1938, and page 391 of the Post Office Circular dated the 22nd September, 1938, under the above heading, in which it is stated that Green Local Parcel Post bills, form No. 1314, included in Parcel despatches from the St. John's Parcel Post Section are to be retained and kept on file at the receiving office and not returned to St. John's. The attention of Postmasters is drawn to the fact that on several occasions these parcel bills have been discovered in mail bags returned from Outport Offices as empty bags. Postmasters should search mail bags carefully and

if no parcel bill can be found the matter should be reported by telegraph to the Head Postmaster immediately.

It is apparent that Postmasters are not observing the instructions issued on page 517 of the Post Office Circular dated the 13th April, 1939, which requires mail bags be searched thoroughly. Disciplinary action will be taken in future against Postmasters who fail to carry out the instructions referred to above.

TELEGRAPHS

Installation of Duplex Instruments at Grand Falls

On the 12th of August the office at Grand Falls was converted to a central repeating station instead of Deer Lake following the installation of Duplex instruments at the former office. Grand Falls will in future repeat for all the offices from Curling to Channel including the Channel wireless branch, as well as for Bishop's Falls, Botwood, Windsor, Badger, Millertown, Buchans, Howley, Deer Lake, Bonne Bay and the Bonne Bay wireless branch.

The new arrangement permits the release of a special wire for the exclusive use of Corner Brook Office where a very heavy increase in telegraph traffic has caused much congestion on the circuits west of Grand Falls.

All the Duplex and other apparatus necessary at a central repeating office has now been removed from Deer Lake.

ACCOUNTS

Conversion Rates for Money Orders on Great Britain, Etc.

The following notice was sent by telegraph to all Money Order offices:—

> "Effective Monday, August 12th, 1940, the issuing rates for Money Orders drawn on England and European countries will be 4.47 equals £1. The paying rates for British Orders on Newfoundland will be $4.43 equals £1. Conversion table Z8 for issued and Z12 for paying."

British Orders advised prior to August 12th will be paid in accordance with the amount shown on the advices which have been mailed to the paying offices.

POST OFFICE CIRCULAR.

THURSDAY, 22nd AUGUST, 1940

Issued by the Secretary to the Department of Posts and Telegraphs, St. John's, Newfoundland

IT IS ESSENTIAL THAT A COMPLETE FILE OF THE POST OFFICE CIRCULAR SHOULD BE ON HAND AT EVERY POST OFFICE. MISSING ISSUES MAY BE OBTAINED FROM THE STAFF CLERK.

RESIGNATIONS

Daniel's Cove ..... Miss Mary J. Howard has resigned effective 31st August, 1940
Vacancy advertised locally

CENSORSHIP

A small supply of copies of a Notice entitled "Some salient points about Censorship" is issued with this Circular. One copy should be posted up on the public notice board at each Post Office and the attention of the public drawn to its contents. It is left to Postmasters to make the best distribution of the number of copies received to firms or stores where the notices will be seen by the greatest number of people.

The notice is issued in the hope that the purposes of censorship will thereby be made clear and the reasons for care in speech and in letter writing will be appreciated by the public.

MAILS

For the convenience of officials a complete list of the Postage Rates, most frequently used, is given below:—

LETTERS.

For delivery within the town or settlement in which the letter is posted:—
3 cents for the first ounce and 2 cents for each additional ounce or part of an ounce

For delivery within Newfoundland and Newfoundland Labrador:—
4 cents for the first ounce and 2 cents for each additional ounce or part of an ounce

For delivery within Canada, U.S.A., and the British Empire including Egypt and India:—
5 cents for the first ounce, and 3 cents for each additional ounce or part of an ounce

For all other Countries:—
7 cents for the first ounce and 4 cents for each additional ounce or part of an ounce

POSTCARDS.

For delivery within the Town or Settlement in which the letter is posted ..... 1 cent each
For delivery within Newfoundland and Newfoundland Labrador ..... 2 cents each
To Canada, U.S.A., and British Empire Countries including Egypt and India
and Foreign Countries ..... 3 cents each

REGISTRATION.

Registration fee within Newfoundland ..... 5 cents
To British Empire and Foreign Countries ..... 10 cents

NEWSPAPERS AND PERIODICALS.

Mailed by individuals and firms other than the Publishers:
2 cents for every four ounces or part of 4 ounces.

Limit of weight 6½ pounds for single package.

PRINTED PAPERS.—Local and Foreign.

2 cents for every two ounces or part of two ounces. The 1c. rate for printed papers has been abolished; the minimum charges for this class of traffic is now 2c.; see mimeographed notice sent to Postmasters with Post Office Office Circular of the 11th July, 1940.

PARCELS.

Local Parcel Rates.

1 Ounce to 4 Ounces	2c.
Over 4 Ounces not exceeding 8 Ounces	4c.
Over 8 Ounces not exceeding 1 Pound	8c
Over 1 Pound not exceeding 2 Pounds	16c.
Over 2 Pounds not exceeding 3 Pounds	24c
Over 3 Pounds not exceeding 4 Pounds	32c
Over 4 Pounds not exceeding 5 Pounds	40c
Over 5 Pounds not exceeding 6 Pounds	46c
Over 6 Pounds not exceeding 7 Pounds	52c
Over 7 Pounds not exceeding 8 Pounds	58c
Over 8 Pounds not exceeding 9 Pounds	64c
Over 9 Pounds not exceeding 10 Pounds	70c
Over 10 Pounds not exceeding 11 Pounds	74c
Over 11 Pounds not exceeding 12 Pounds	78c
Over 12 Pounds not exceeding 13 Pounds	82c
Over 13 Pounds not exceeding 14 Pounds	86c
Over 14 Pounds not exceeding 15 Pounds	90c

Limit of weight for Newfoundland Parcels—15 Pounds.

Canada and U. S. A., addressed to individuals and Firms 14c. per pound or fraction thereof

Limit of weight to Canada 20 Pounds. U.S.A. 15 Pounds.

To Great Britain

For 3 Pounds or fraction thereof	48c
From 3 Pounds, up to and including 7 Pounds	84c.
From 7 Pounds, up to and including 11 Pounds	$1.20
From 11 Pounds, up to and including 22 Pounds	$2.40

Parcels addressed to members of His Majesty's Forces serving Overseas:

3 Pounds or fraction thereof	40c.
From 3 Pounds up to and including 7 Pounds	60c.
From 7 Pounds up to and including 11 Pounds	90c.
From 11 Pounds up to and including 22 Pounds	$1.70

Limit of weight 22 Pounds.

Parcels posted under these Special Rates cannot be accepted for Insurance.

The Postage rates on Parcels to Great Britain other than to members of H. M. Forces, the Mercantile Marine or Logging Units remain unchanged.

Letters Containing Money

Despite the instructions given on pages 49, 365, 469 and 630 of previous issues of the Post Office Circular a great many letters, containing paper currency and coin, continue to pass through the mails without being registered.

In this connection the instructions contained on pages 49 and 50 of the Post Office Circular dated the 11th February, 1937, are reprinted below and all officials are warned that, in future, failure to carry out these instructions may result in disciplinary action being taken against the person at fault.

"Letters Containing Money in the Form of Coin or Paper Currency

"Postmasters are reminded that all letters, containing money in the form of coin or paper currency, must be registered, and whenever necessary Postmasters should inform the public to this effect. It frequently happens that letters of this description are received by the T.P.O.'s and at General Post Office, St. John's, unregistered, and there is reason to believe that certain Outport Offices accept such letters from the public with the knowledge that they contain money and yet do not insist upon registration. In these cases the Postmaster should inform the sender of the necessity for registration, and if he or she fails to take advantage of the protection afforded it is the duty of the Postmaster to register the letter and tax it for the amount of the registration fee, i.e., five cents for inland registration.

"Letters containing coin may be accepted for inland registration, provided the coin is securely wrapped. They cannot, however, be accepted for foreign registration."

TELEGRAPHS

Telegrams for Delivery by Telephone in St. John's

To expedite the delivery of telegrams in the City of St. John's arrangements have been made for delivery of telegrams from Head Office by telephone when the sender so desires. Instructions to do so must be given by the Sender, and should be shown in the address of the message thus:—"Tel. 1648 John Smith - - - - - - - - St. John's." The characters "Tel. 1648" will be checked as one extra and charged for as one word.

When the addressee is a business man or firm the telephone number can be found in the Telephone Directory by Head Office if it is not shown on the address of the message, but in the case of private persons who may or may not have a telephone it is essential that the number be given. Where there is no telephone number shown on telegrams to private individuals the Department cannot accept responsibility for delivery by telephone.

Confirmatory copies of all telegrams delivered by telephone will be delivered in the usual way.

NO COMMUNICATION TO NAIN

Cartwright advised on the 15th of August that there had been no wireless communication with **Nain** the previous three weeks. Until further notice telegrams for Nain will circulate via Hopedale to Hebron from which place they will be mailed.

ACCOUNTS

Bill for Annual Rental of Telephones

Telephone bills for the current year have been forwarded to Postmasters. It is essential that these bills be delivered to all subscribers as soon as possible and that a request for immediate payment should be made. If for any reason a bill cannot be delivered the Postmaster should advise the Chief Accountant, stating reasons for non-delivery.

In order that a complete check may be made each Postmaster will mail to the Chief Accountant a list of all subscribers who have not paid their current bill at the end of September and state why the bill was not paid. This list should be mailed not later than the first mail in October.

If for any reason a subscriber wishes the telephone removed a Service message should be sent immediately to Head Office so that necessary arrangements may be made without delay.

MONEY ORDERS DRAWN ON UNITED STATES

The following Offices, regardless of repeated instructions, persist in issuing Money Orders on the U.S.A. in excess of $10.00:

Bell Island
Burlington
Carbonear
Curling
English Harbour West
Lewisporte
LaScie
Little Bay
Marystown
Mount Carmel
Millertown
St. Alban's

POST OFFICE CIRCULAR.

THURSDAY, 29th AUGUST, 1940

Issued by the Secretary to the Department of Posts and Telegraphs, St. John's, Newfoundland

THE POST OFFICE CIRCULAR CONTAINS INFORMATION OF VALUE TO THE STAFF. POSTMASTERS AND THEIR STAFFS SHOULD READ EACH ISSUE CAREFULLY.

TRANSFER

Baine Harbour ..... Mr. T. M. Smith, Postmaster at Bell Island Mines, to be Postmaster and Operator at Baine Harbour, as from the 10th September, 1940. Transfer made at Mr. Smith's request.

VACANCY

Bell Island Mines ..... Applications addressed to the Secretary, Department of Posts and Telegraphs, will be received up to the 20th September, 1940, for the position of Postmaster and Operator at Bell Island Mines, at a salary of $900.00 per annum. Wireless qualifications are essential. Applicants should state name in full, date of birth, educational qualification, departmental experience, whether married or single, and the names of two persons outside of the service, to whom application may be made with reference to character. The successful applicant will be required to furnish a certificate of medical fitness. Officials already in the service desiring to offer themselves for the above vacancy must do so through their immediate superior officer, giving all the particulars requested above.

TELEGRAPHS

CHANGE OF TIME DURING SEPTEMBER

Postmasters are reminded that effective from Midnight, Sunday, 1st September, all clocks in Newfoundland will be put back one hour. This change is to continue until further notice.

Collect Cablegrams Not Admitted

It has been noted that some Postmasters have been accepting collect cablegrams for men serving with the Forestry Division or other branches of His Majesty's Forces abroad.

Connecting cable companies refuse to accept cables on which the charges are collectable at the point of destination, except by special authorization, and all officials must refuse to accept cablegrams unless the charges are paid in full by the sender.

Non-Delivery Notices

Postmasters are reminded that when a telegram cannot be delivered for any reason, the office of origin should be informed immediately by service message and the latter should notify the sender as quickly as possible.

It is assumed that a telegram has been delivered if no notice to the contrary has been received, and the office of origin will inform the sender to this effect if any inquiry is made as to the disposition of a telegram.

This rule is more strictly adherred to than formerly because censorship regulations forbid unpaid enquiries in connection with the delivery of telegrams.

Non-delivery notices should, where necessary for the eventual delivery of a telegram, give such information as "left for .....", "outside delivery limits expressage cost .....", or "we mail to destination."

Any courtesy that can be extended patrons of the service without infringing regulations should be given.

Telegrams Written on Other Than Department's Sending Form

There appears to be some misunderstanding on the part of some officials with respect to the instructions issued on page 743 of the Post Office Circular of the 9th of May, concerning the acceptance of telegrams written on other than sending forms supplied by the Department.

The object of the instructions was to encourage the public in the interests of accuracy to use this Department's sending forms which are designed to meet the requirements of the service, and while it is considered desirable in the interest of the sender, as well as of the Department, to inform the sender of the Department's wishes in this respect, and to recommend the use of Departmental Sending forms, telegrams written on other company's forms or private sending forms must not be refused.

July Telegraph Traffic

	1939	1940	Increase	Decrease
Paid Telegrams	46,319	49,642	3,323	
Priority (included in above)	3,112	4,158	1,046	.....
Deadhead and Service Messages	8,356	7,186	.....	1,170
Public Despatch—words	11,253	5,176	.....	6,077
Public Despatch—telegram equiv.	7,500	3,450	.....	4,050

Errors, Delays and Failures

During the month of July there were 2 errors, 1 delay and 3 failures.

Fines of ten cents each were imposed on Mr. C. Pritchett, Deer Lake, and Mrs. Leslie, relief operator, Campbellton, for failures.

The responsibility for one failure at Corner Brook cannot be placed.

ACCOUNTING

Savings Bank Facilities

A new type of account, the Joint and Several Account, has now been made available to Outport depositors. Instructions covering this type of account are being printed on gummed paper and sent to Post Offices at which Savings Bank facilities have been established.

These instructions should be gummed in the Rule Book on the side facing the page on which the rules to which they refer are printed. A supply of new forms and a new supplement to the Post Office Circular for distribution to depositors are also being mailed to the Post Offices concerned.

Notice re U.S.A. Money Order Premium

The following notice was sent to all Money Order Offices on the 17th August:

> "Effective Tuesday, the 20th August, 1940, the premium to be charged for Money Orders issued on the United States will be 11 percent instead of 12 percent as at present.
>
> "Postmasters should see that the 11 percent table is used."

Office Date Stamp to be Placed on Back of Cheques

Postmasters are again reminded that the date stamp of the office of payment is rarely shown on the back of cheques remitted to Head Office.

All cheques cashed at Post Offices and remitted to the Cashier or the Bank of Montreal must show the date stamp of the office, at which payment was made, on the back of the cheques.

Money Orders Signed in Pencil

Despite repeated instructions many Money Orders, particularly telegraphed Orders, are being received at this office on which the endorsement is made in pencil.

This is against regulations and many of the Postmasters responsible have been warned repeatedly in the past.

Postmasters are again reminded that only top copies of telegraphed Orders endorsed in ink will be accepted. Carbon copies must not be sent.

Account Not Properly Completed

It has been noted that certain Postmasters are frequently sending Accounts which are not properly completed to Head Office.

For instance Money Order issue and paid sheets on which the columns are not totalled, are quite often received, and it is therefore, necessary for the Checking Clerks to total each column before it can be compared with the statment of account.

This causes considerable waste of time at Head Office and every effort should be made by the Postmasters concerned, to see that these account forms are properly filled in and totalled before they are mailed to Head Office.

Stolen U.S.A. Postal Money Order Forms

The following U. S. A. Postal Money Order Forms have been reported stolen:—

Terre Hante, Md. Station 5 ... . 16910, 16911 and 16912
Washington, Okla ... . 67353 to 68000 inclusive

The above Money Orders, if presented at a Newfoundland Office, must not be paid. Postmasters should follow the instructions given on page 31 of the Post Office Circular of the 7th January, 1937, and page 58 of the Circular of the 11th February, 1937.

SUPPLEMENT

POST OFFICE CIRCULAR.

AUGUST 1940

Issued by the Secretary to the Department of Posts and Telegraphs, St. John's, Newfoundland

NEWFOUNDLAND SAVINGS BANK

A. New Type of Account—"Joint and Several"

To meet the requirements of those persons who wish to operate a Joint Account with the Bank from which withdrawals may be made by either of the parties an Account called a "Joint and Several Account" has been made available to Outport Depositors.

The following rules govern Joint and Several Accounts:

1. **Opening the Account.**

   Both parties must attend at the Post Office and complete and sign the Application Form (Form SB.24). This form in addition to being an application constitutes an agreement between the parties and the Bank to the effect that any money deposited is subject to withdrawal by either of the parties to the Account and, in case of the death of one party, by the survivor.

2. **Deposits.**

   The rules are the same as those governing deposits to other types of Accounts.

3. **Withdrawals.**

   (a) **On Demand.** Any amount standing to the credit of the Account up to twenty dollars ($20.00) may be withdrawn on demand. The withdrawal may be made by either or both parties to the account. The party (or parties) desiring to make the withdrawal must attend at a Post Office authorized to transact Savings Bank business and obtain from the official a copy of Withdrawal on Demand Form (Form S.B.25). He must then complete and sign the upper portion of this form and pass it to the Post Office official together with the Bank Book. After identifying the applicant and making sure that there are sufficient funds to the credit of the account to cover the withdrawal the Post Office official will pay the money over to the applicant and obtain his receipt at the bottom of Form S.B. 24. The Bank Book will be retained by the official and sent to the Accountant, Newfoundland Savings Bank, who will return it direct to the applicant.

   (b) **By Notice and Warrant, by Telegraph and by Post and Telegraph.**

   The same rules apply as in the case of Joint Accounts except that only one of the parties need attend the office and sign the Notice of Withdrawal (Form S.B. 26).

(B) New Form—Withdrawal on Demand

The form of Withdrawal on Demand (Form S.B. 24) is to be used for Joint Accounts and Trust Accounts as well as for Joint and Several Accounts. It may also be used for Individual Accounts if there should be a shortage of Form S.B. 9.

POST OFFICE CIRCULAR.

THURSDAY, 5th SEPTEMBER, 1940

Issued by the Secretary to the Department of Posts and Telegraphs, St. John's, Newfoundland

THE ATTENTION OF POSTMASTERS AT MONEY ORDER OFFICES IS DRAWN TO THE NOTICE CONCERNING "WAR SAVINGS STAMPS" ON PAGE 811 OF THIS ISSUE OF THE POST OFFICE CIRCULAR. OFFICIALS ARE EXPECTED TO MAKE EVERY EFFORT TO ENSURE THAT AS MANY OF THESE STAMPS AS POSSIBLE ARE SOLD IN ORDER TO ASSIST IN THE COUNTRY'S WAR EFFORT.

LEAVE OF ABSENCE FOR DURATION OF WAR

Bishop's Falls ..... Mr. James White, Messenger Assistant, has been granted Leave of Absence as from the 19th August to join the Royal Navy.

Port Saunders ..... Mr. A. J. Currie, Postmaster and Operator, has been granted Leave of Absence as from the 21st August, to join the Royal Navy.

APPOINTMENTS

Bishop's Falls ..... Mr. George Toms to be Temporary Messenger Assistant as from the 20th August, 1940.

Hopedale ..... Mrs. L. S. Harp to be Postmistress, as from the 6th August, 1940.

Petite Forte ..... Mr. Samuel Adams to be temporary Postmaster and Operator as from the 29th August, 1940.

RESIGNATIONS

Hopedale ..... Rev. F. M. Grubb, Postmaster, resigned as from the 5th August, 1940.

CENSORSHIP

Communication with Persons in Enemy Territory

The notice appearing on page 717 of the Post Office Circular is hereby cancelled and that

appearing below substituted. The copy of the previous notice now on exhibition should be destroyed and the amended notice must be copied and posted in the lobby in its stead:

NOTICE

Postal Communication with Persons in Enemy or Enemy Occupied Territory

Persons wishing to communicate with friends in enemy countries or a country in the occupation of the enemy may do so by post, subject to the following regulations:—

(1) Letters should be written in English or in the language of the country of destination without the address of the sender, and must contain nothing but matter of personal interest. No enclosure of the following nature is permitted: any printed matter, map, plan, sketch, drawing, print, photograph or other descriptive or pictorial representation or postage or revenue stamp. No reference should be made to any phase of the war. No mention may be made in such letters, of the procedure followed in connection with their transmission.

(2) Communications must be as brief as possible in order to avoid delay in censoring.

(3) Letters must be placed in an open envelope, fully addressed to the addressee.

(4) The envelope containing the letter should be placed in an outer envelope and posted or delivered to the Censorship Office, G.P.O., St. John's, together with a memorandum plainly written, containing in block characters the name and full address of the sender, and an open addressed envelope for the forwarding of a reply, should one be received. The address of the sender must not be mentioned.

(5) The communication to Censorship Office must enclose Money Order for 50c. (stamps or International Coupons cannot be accepted), which fee will cover:—

(a) The postage of one envelope containing one communication to the neutral country.

(b) Postage from the neutral country to the enemy country.

(c) In case a reply is sent from the correspondent in the enemy country, the fee also includes return postage from the neutral country to Newfoundland.

(d) Letters exceeding one ounce in weight will be subject to an additional charge.

(6) Money cannot be sent to enemy or enemy occupied territory in letters as mentioned above.

(7) Private communication with persons residing in enemy territory by means other than those given above is not allowed.

RENAMING OF PLACE BY NOMENCLATURE BOARD

A public notice published in the Newfoundland Gazette of the 27th August 1940, states that effective the 22nd August, 1940:—

"The Settlement, Railway Station and Post Office situated at the 213th Mile Post on the Railway West of St. John's, hitherto known as 'Newfoundland Airport" be named 'Gander.'

"The Airport itself will continue to be called 'Newfoundland Airport,' but the postal address will be Newfoundland Airport, Gander."

TELEGRAPHS

Certificates of Proficiency

The undermentioned candidates have successfully passed the examination for Certificates of Proficiency. The last list appeared on page 755 of the Post Office Circular dated the 30th May, 1940.

1st Class ... . Leo J. Walsh, Battle Harbour.

2nd Class ... . Harold D. Wells, St. John's.
Alton Herbert Moyst, Battle Harbour.
Hayward Pike, Battle Harbour.

ACCOUNTS

WAR SAVINGS STAMPS

25 Savings Stamps Purchases One War Savings Certificate

Realizing that a large number of persons anxious to purchase War Savings Certificates are unable to pay the sum of two dollars and fifty cents ($2.50) at one time, the Commissioner for Finance has introduced **War Savings Stamps.** These stamps will be sold for 10 cents (.10) each and will be affixed by the purchaser to a **"War Savings Stamp Card"** supplied for that purpose. There are on this card twenty-five squares. When every square has been filled the owner may obtain one War Savings Certificate by presenting the card at any Money Order Post Office and filling out an Application Form. Only War Savings Stamps may be used.

A supply of War Savings Stamps, Stamp Cards, together with instructions have been sent to all Money Order Post Offices.

Postmasters will treat War Savings Stamp Cards, to which Twenty-five uncancelled War Savings Stamps have been affixed, as cash received for the purchase of War Savings Certificates and the procedure will be the same as if the purchaser actually paid in cash. The card with the uncancelled stamps affixed to it must be remitted to the Cashier as cash received for War Savings Certificates.

POST OFFICE CIRCULAR.

THURSDAY, 12th SEPTEMBER, 1940

Issued by the Secretary to the Department of Posts and Telegraphs, St. John's, Newfoundland

THE ATTENTION OF POSTMASTERS AT MONEY ORDER OFFICES IS DRAWN TO THE IMPORTANT NOTICE IN CONNECTION WITH WAR SAVINGS STAMPS AND WAR SAVINGS CERTIFICATES WHICH WILL BE FOUND ON PAGE 814 OF THIS ISSUE OF THE POST OFFICE CIRCULAR.

RESIGNATIONS

Bell Island Mines .....Mr. J. H. Tarrant, Assistant, resigned as from the 5th September, 1940.

Lomond .....Miss Stella Lee, Postmistress and Telephone Attendant, has resigned, effective 30th September, 1940. Vacancy advertised locally.

Burnside .....Mrs. Pearce Hunter, Postmistress and Telephone Attendant, has resigned, effective 30th September, 1940. Vacancy advertised locally.

TRANSFERS

The following transfer of Staff became effective as from the 1st September, 1940:

Mr. C. Pritchett from Deer Lake to Grand Falls.
Mr. G. Thomas from Campbellton to Grand Falls.
Mr. F. Ford from Corner Brook to Grand Falls.
Mr. G. Ralph from Deer Lake to Campbellton.
Mr. H. G. Pennell from Deer Lake to Corner Brook.
Mr. Thomas Lundrigan, Postmaster at Coachman's Cove to be Postmaster at Baie Verte as from the 5th August, 1940.

CHANGE OF STATUS

Baie Verte .....Converted from Postal Telephone to Wireless as from the 5th August, 1940. Call Letters B.V. All classes of business including Money Order and C.O.D. business are now conducted at Baie Verte. All telegrams formerly routed via Coachman's Cove will in future be routed via Baie Verte.

Coachman's Cove .....Converted from Wireless working to Postal Telephone as from the 5th August, 1940. Telegrams addressed to Coachman's Cove will be routed via Baie Verte.

APPOINTMENTS

Coachman's Cove .....Miss Maria Fahey to be Postmistress and Telephone Attendant as from the 5th August, 1940.

Baine Harbour .....Albert Morris to be Postmaster as from date of taking over duties.

CANCELLATION OF APPOINTMENT

Notice of transfer of Mr. T. M. Smith, Postmaster Bell Island Mines, to be Postmaster and Operator at Baine Harbour, shown on page 805 of the Post Office Circular, 29th August, 1940, is hereby cancelled. Mr. Smith will continue in his present post as Postmaster at Bell Island Mines at his own request.

RETIREMENTS

Baie Verte ..... Mr. E. Whelan, Postmaster at Baie Verte, was retired on the 5th August, 1940, on abolition of office.

VACANCIES

St. John's Operating Room ..... Applications addressed to the Secretary, Department Posts and Telegraphs, will be received up to the 21st September, 1940, for the position of Operator in the St. John's Operating Room.

Salary: If the applicant is a male, $700-40-900-50-1250 per annum, and if the applicant is a female $600-40-1120 per annum.

Applicants will please state name in full, date of birth, educational qualifications, departmental experience, and the names of two persons outside the Service to whom application may be made with reference to character.

The successful applicant will be required to furnish a certificate of medical fitness.

Officials already in the Service who wish to apply for this position, should do so through their immediate superior officer.

Bell Island ..... Applications addressed to the Secretary, Department Posts and Telegraphs will be received up to the 14th September for the position of Assistant Postmaster at Bell Island at a salary of $420.00 per annum.

Applicants should state their names in full, date of birth, educational qualifications, departmental experience, whether married or single and the names of two people outside the Service to whom application may be made with reference to character.

The successful applicant will be required to provide a birth certificate and certificate of medical fitness.

Deer Lake ..... Assistant at a salary of $420.00 per annum. Applicants should follow the above procedure.

CORRECTION

Mr. A. J. Currie who was granted leave of absence for the duration of the war has joined the Royal Air Force not Royal Navy as mentioned in Post Office Circular, page 809.

WAR SAVINGS STAMPS AND CERTIFICATES

POSTMASTERS SHOULD PROMOTE THE SALE OF WAR SAVINGS STAMPS AND CERTIFICATES

In this highly mechanized modern War the mobilization of money is no less important than the mobilization of man power. Every ten cents invested in the Government's War Savings Stamps can be used to fight the enemy. Postmasters are reminded that money raised by this plan of the Newfoundland Government helps to swing the balance of the War in our favour.

All Postmasters, therefore, have a patriotic duty to stimulate investment in War Savings Certificates which may be purchased outright from any Post Office authorised to transact Money Order businses or may be bought on the instalment plan through the purchase of the ten cent War Savings Stamps.

The public can be grealy encouraged to support this savings plan by being impressed that they are not only performing a patriotic duty but they are investing in Certificates as safe as the Empire itself. These Certificates can fit any budget, even children can save by investing in War Savings Stamps.

Initial supplies of War Savings Stamps, with Accounting instructions, have been forwarded to all Money Order Offices and Postmasters should immediately advise the public that they may be purchased at their offices. Suitable posters are being prepared and will be forwarded to all Money Order Offices as soon as they are available.

Do not put War Savings Stamps in a drawer and forget about them or expect the public to ask for them. Bring them to the notice of the public, explain their purpose and stimulate their sale.

MIGHT OF THE NAVY

A number of copies of "The Might of the Navy" are being forwarded with this copy of the Circular for distribution to the general public. One copy should be exhibited in a conspicuous place on the public side of the office so that it may be seen by as many members of the public as possible.

MAILS

Postal Service to France and French Overseas Possessions, Except St. Pierre; and Communication with Enemy Territories

The position in regard to postal communication with France and French Possessions is as follows:—

1. Unoccupied France, together with Algeria, Corica, Morocco (French Zone) and Tunis.

   The Postal Services to these territories (except the Insured Letter and Box, Parcel Post and Money Order Services) have been resumed. Letters and postcards on strictly personal matters may be posted in the ordinary way, but no communication will be sent on unless the Censorship Authorities are satisfied that its despatch is not contrary to the national interest. Letters should be brief. Delay in transmission may be expected. Correspondence for transmission by surface route should be prepaid. It is of the utmost importance that the senders of correspondence for the unoccupied part of France should include the name of the Departement (province) in the address of all such letters, etc. For the convenience of counter officers in dealing with inquiries on the subject, a provisional list of the Departement for which private letters (as distinct from correspondence on business matters) may now be posted in the ordinary way is given below.

Ain	Corsica	Loire
Allier (Vichy only)	Creuse	Lot
Alpes—Maritimes	Dordogne	Lot et Garonne
(except Menton)	Drome	Lozere
Andorra (Republic of)	Gard	Monaco
Ardeche	Gers	Puys-de-dome
Ariege	Sautes-Alpes	Pyrenees Orientale
Aude	Haute Garonne	Rhone
Aveyron	Haute Loire	Savoie
Basses—Alpes	Hautes-Pyrenees	Tarn
Basses—Pyrenees	Haute Savoie	Tarn et Garonne
(Pau only)	Haute Vienne	Var
Bouches-du-Rhone	Herault	Vaucluse
Cantal	Indre	
Correze	Isere	

2. **French Overseas Possessions.**

   The normal Postal Services with French Possessions, other than the territories mentioned in the preceding paragraph, remain in operation, with the exception of the Money Order Service which is suspended to all French territory other than French India and New Caledonia. Delay in transmission may be expected.

3. Occupied France and enemy and enemy-occupied territory generally, i.e., Belgium, Czechoslovakia, Danzig, Denmark, Germany, Holland, Italy and Italian Possessions, Luxemburg, Norway, Poland (German occupied) and the Channel Island.

Letters on purely personal matters may be sent to persons residing in enemy territories through Messrs. Thos. Cook & Son, Ltd., Berkeley Street, Piccadillly, London, W. 1.

It should be noted that the arrangements mentioned above do not apply to the transmission of letters, etc., to prisoners of war and interned civilians in enemy hands.

Mail Service to St. Pierre and Miquelon

The mail service to St. Pierre and Miquelon is subject to delay; arrangements are being made for mail to be forwarded as sailings occur.

Air Mail Service to Switzerland and the Vatican City State

Air mail may again be posted for transmission to Switzerland and the Vatican City State, and will be forwarded via England for despatch from that country by air for onward transmission as may be necessary by surface transport.

Such correspondence is liable to censorship by the enemy and senders should accordingly exercise the utmost discretion as to what they send or write.

TELEGRAPHS

Seasonal Office at Whites Road

A Seasonal Postal Telegraph Office was opened in the Railway Station, Whites Road, District of St. Georges, on September 5th, for the period of the harvesting and shipping season. The Call Sign is "W".

August Traffic

	1939	1940		
Paid Telegrams Accepted	49,310	55,618	increase	6,308
Priority (included in above)	3,051	5,401	"	2,450
Deadhead and Service Messages	9,198	7,593	decrease	1,605
Number words Public Despatch	10,338	5,817	"	4,521
Telegram Equivalent Public Despatch	6,890	3,880	"	3,010

ERRORS, DELAYS AND FAILURES

During the month of August there were 4 errors, 1 delay and 4 failures.

Fines of ten cents each were imposed on Mr. F. Murrin, Buchans; Mr. Lloyd Elliott, relief operator, Campbellton; Mr. J. S. Rowsell, relief operator, Topsail; Mr. Geo. W. Howse, Flat Island, B.B., for errors in figures; and on the following for failures of Service: Mr. Howard Oldford, Musgravetwn; Mr. S. Dicks, Burin.

The responsibility for one failure at St. John's and one at Placentia cannot be placed.

STOLEN U.S.A. POSTAL MONEY ORDER FORMS

The following U.S.A. Postal Money Order Forms have been reported stolen:—

Whitmore, Ark ... 7598 to 8000 inclusive

The above Money Orders, if presented at a Newfoundland Office, must not be paid. Postmasters should follow the instructions given on page 31 of the Post Office Circular of the 7th January, 1937, and page 58 of the Circular of the 11th February, 1937.

POST OFFICE CIRCULAR.

THURSDAY, 19th SEPTEMBER, 1940

Issued by the Secretary to the Department of Posts and Telegraphs, St. John's, Newfoundland

POSTMASTERS ARE REQUESTED TO READ CAREFULLY THE INSTRUCTIONS CONCERNING THE ISSUE OF MONEY ORDERS IN THE UNITED KINGDOM FOR PAYMENT IN NEWFOUNDLAND. THESE INSTRUCTIONS WILL BE FOUND ON PAGE 819 OF THIS ISSUE OF THE POST OFFICE CIRCULAR.

APPOINTMENTS

Daniels Cove ....Expedite Howard to be Postmaster and Telephone Attendant as from the 1st. September, 1940.

Baine Harbour ....G. A. Morris, to be Postmaster and Operator as from the 12th. September, 1940.

Bell Island Mines ....Hunter Butler to be Messenger as from the 24th. August, 1940.

NEWFOUNDLAND WAR SAVINGS CERTIFICATES AND WAR SAVINGS STAMPS

The attention of Postmasters at all Money Order offices is being directed to the instructions contained on pages 770-771 of the Post Office Circular dated the 27th. June, 1940.

Instances have been reported where War Savings Stamp Cards are being issued by the Postmasters together with the full value of the stamps required in place of accepting the cash and filling in the necessary application for a War Savings Certificate. In no circumstances must the full value of $2.50 be sold to one person to be affixed to War Savings Stamp Cards in addition to an application for a War Savings Certificate. If the full value of a War Savings Certificate is tendered the application form for War Savings Certificate only should be filled in by the applicant and upon receipt of the money the receipt attached to the application form should be signed by the Postmaster and passed back to the applicant.

War Savings Stamps are primarily issued for the small invester who is unable to meet the full cost of a War Savings Certificate at one time.

Information booklets concerning particulars of War Savings Certificates and War Savings Stamps have been forwarded to all Money Order Offices. Copies of this booklet should be distributed to the public as far as possible and if further supplies are required application should be made to Head Office.

CONTRIBUTION TO THE NEWFOUNDLAND PATRIOTIC ASSN.

A number of coupons have been received by Head Office from members of the staff requesting that a deduction of 1% be made from their annual salary and paid over to the Newfoundland Patriotic Association.

No deductions have been made up to the present time as a decision on the whole question by the Commissioner for Finance is awaited.

MAILS

Air Mail for Greece and Turkey

Air Mail correspondence for Greece and Turkey is despatched by surface route from the United Kingdom to South Africa, by air from South Africa to Egypt and by surface route from Egypt to destination.

Postal Services to British Somaliland

The Postal and Money Order Services to British Somaliland have been temporarily suspended.

TELEGRAPHS

Wireless Station at North West River, Labrador, Re-opened

The private wireless station at North West River was re-opened on the 12th September. Due to the absence of the Operator this station has been closed since the 24th. July.

Change in Routing of Telegrams to Places in the St. Fintan's-Robinson's Area

As from the 13th. September, 1940, telegrams for McKay's, Cartyville and Robinson's Village should be routed via St. Fintan's instead of Robinson's Station. Telegrams for Highlands, St. David's and Jeffreys will continue to circulate via St. Fintan's as formerly and Robinson's Station will, in future, repeat for Heatherton telephone office only.

ACCOUNTS

British Postal Orders

The instructions appearing on page 791 of the Post Office Circular of the 1st. August. 1940, concerning British Postal Orders are hereby cancelled and the following substituted:—

On and from the 18th. July, 1940, the issue of British Postal Orders in the United Kingdom for payment in Newfoundland is prohibited, except Orders up to a limit of £2 2s. sent to Newfoundland under the following conditions.

1. By a member of the Canadian Active Service in Britain provided that they are purchased at a Canadian Army Post Office and bear the issuing stamp of an Army Post Office.
2. Postal Orders issued on board one of H. M. Ships to Newfoundlanders serving with naval units in the United Kingdom and remitted to Newfoundland may be paid up to £2 2s per Remitter per day. All such orders bear an Admiralty issuing date-stamp.
3. Postal Orders remitted by Newfoundlanders serving in smaller naval units such as mine sweepers, who may have purchased orders at a civil Post Office, may be paid up to the same limit provided the persons presenting them can state that they have been remitted by Newfoundlanders serving in naval units in this country.
4. Postal Orders remitted by men serving in Newfoundland Military and Forestry units in the United Kingdom, who may similarly have to purchase their orders at a civil Post Office, may be paid up to the same limit provided the persons presenting them can state they have ben remitted by a member of Newfoundland Military or Forestry unit in this country.

Payment of Orders other than those authorized in the above regulations must not be made. Postal Orders issued in British possessions or British Money Orders will be paid on presentation as at present.

NEWFOUNDLAND SAVINGS BANK

Correction

In paragraph B of the special supplement of the Post Office Circular issued in connection with Savings Bank business, August, 1940, the form of Withdrawal on Demand is described as Form S.B. 24, this should read Form S.B. 25.

Stolen U.S.A. Money Order Forms

The following U.S. A. Postal Money Order Forms have been stolen:—

San Francisco, Station 15, California .... 97605-97800 Inclusive.

The above Money Orders, if presented at a Newfoundland Office must not be paid. Postmasters should follow the instructions given on page 31 of the Post Office Circular of the 7th. January, 1937, and page 58 of the Circular of the 11th. February, 1937.

POST OFFICE CIRCULAR.

THURSDAY, 26th SEPTEMBER, 1940

Issued by the Secretary to the Department of Posts and Telegraphs, St. John's, Newfoundland

THE POST OFFICE CIRCULAR CONTAINS INFORMATION OF VALUE TO THE STAFF. POSTMASTERS AND THEIR STAFFS SHOULD READ EACH ISSUE CAREFULLY.

LEAVE OF ABSENCE FOR DURATION OF WAR

Deer Lake ..... Mr. Kevin Garnier, Messenger, has been granted leave of absence as from 17th September, 1940, to join His Majesty's Fighting Forces (Royal Navy).

APPOINTMENTS

Iona ..... Miss Cecilia Bruce to be Postmistress as from 12 September, 1940.

Sally's Cove ..... Samuel Roberts to be Postmaster and Telephone Attendant as from 1st September, 1940.

Davis Cove ..... Mrs. James Emberley to be Postmistress and Telephone Attendant as from 12th September, 1940.

RESIGNATIONS

St. John's Telegraph Delivery ..... G. Campbell, Seasonal Messenger, resigned 31st August, 1940.

St. John's Telegraph Delivery ..... G. Baird, Seasonal Messenger, resigned 31st August, 1940.

TRANSFERS

Deer Lake ..... Miss Edna Bragg, Messenger Assistant, Channel, to be Assistant as from 9th September, 1940.

Bell Island Mines ..... Miss Daisy Cahill, Postmistress, Bell Island Way Office, to be Assistant as from 25th September, 1940.

The Vacancies at Channel and Bell Island Way Office are being advertised locally.

WAR SAVINGS STAMPS AND CERTIFICATES

Postmasters are reminded that at the present critical stage in Newfoundland's history, when the whole future of the Empire is at stake, the willingness to loan savings to the Government, to assist in this country's war effort is now, more than ever, a responsibility for each individual.

The fact that the Government has had to impose new taxation to raise money for war effort should serve only to bring home to each person how important it is that funds be made

available. Individuals should see in these emergency measures all the more reason to purchase War Savings Certificates and Stamps, and under no circumstances to curtail their purchases of these Certificates or War Savings Stamps until the limit of their ability has been reached. The emergency now calls for additional self-sacrifice that purchases may be made both continuously and systematically. If the men who are fighting our battles are to receive tanks, planes and military equipment which are required for victory, money must be forthcoming without stint.

Postmasters should impress on the public the importance of continuing to buy War Savings Certificates and Stamps, regularly and systematically by speaking of this need to patrons and private acquaintances, whenever the opportunity offers. The individual employee can help by buying War Savings Certificates and War Savings Stamps to the full extent of their individual ability.

Newfoundland looks to all her people thus to Serve By Saving, in her hour of need.

IMPORTANT

All publicity posters furnished to assist in the sale of War Savings Stamps and Certificates are to be displayed to the best possible advantage in order that they may be seen by all patrons of the Post Office. If sales are to be increased it is essential that the public be constantly reminded of the need of purchasing War Savings Stamps and Certificates.

If an extra poster is required for Post Office display it may be obtained from Headquarters.

WE SHALL WIN

A number of copies of a pamphlet entitled "We Shall Win" are being forwarded with this copy of the Circular for distribution to the general public. One copy should be exhibited in a conspicuous place on the public side of the office so that it may be seen by as many members of the public as possible.

MAILS

Courier Bills

Occasionally bills certified by the Postmaster for Courier Services for a month are received from eight to ten days before the end of the month, e.g., two bills have been received for August services, one dated the 20th August, the other the 24th August.

A Posmaster cannot certify that a Courier Service has been faithfully performed for any month if he forwards a certified bill eight or ten days before the end of the month. The issuing of a certificate, involving payment from public funds, is not a mere matter of form but one of grave responsibility, and no Postmaster should certify a bill for courier services until the end of the period for which the bill is made out, and the Postmaster can truthfully say that the services have been properly performed.

There is no advantage in sending bills before the last of the month as they will not be passed for payment before that date. Any Postmaster who sends in certified bills for courier services before the services are performed is likely to cause delay in the payment of the account.

TELEGRAPHS

Telegrams for Oderin Bait Depot

The Bait Depot at Oderin is inaccessible except by boat, and is to be considered as being outside the free delivery area.

A special delivery charge of ten cents must be collected from the sender of a message if he wishes prompt delivery and reply, otherwise telegrams will await chance delivery.

All telegrams for expressage should bear the foot note M.M. "Express paid ten cents."

To prevent delays and disappointment, senders should be advised of this charge and notified that telegrams for the Bait Depot must wait to be called for or sent by first chance unless the special delivery charge is paid.

Public Telephone Office Opened

A public Telephone Office was opened at Hatchet Cove, T.B., on 16th September, 1940. Telegrams for Hatchet Cove will continue to circulate via Hillview.

ACCOUNTS

Errors in Money Order Work

The following is a list of Post Offices where officials were responsible for four or more errors in Money Order Service during the month of June 1940. There is immediate need for much greater care in the preparation and payment of Money Orders at many Offices.

Office	No. of Errors	No. of Orders issued and paid during June 1940
Bell Island Mines	4	637
Corner Brook	4	1648
Fortune Harbour	5	104
Grand Falls	5	1225
Hillgrade	5	16
Humbermouth	5	100
King's Cove	6	88
Lewisporte	6	225
Lumsden	5	14
Moreton's Harbour	7	69
Norris Pt.	4	76
North Hr.	5	22
Port au Port	4	197
Port de Grave	4	36
Port Saunders	4	76
Ramea	7	92
St. Georges	9	266
St. Jones Within	4	22
Stephenville Xing	10	174
Torbay	7	11
Total No. of Orders issued during June		19,594
Total No. of Orders paid during June		8,558
		28,152

Total No. of Errors ...	322
Percentage of Errors	1.14
i.e. approximately 11½ errors for each 1,000 Orders issued and paid.	
Total No. of Figure Errors ...	169
Percentage of Figure Errors ...	.6
i.e. approximately 6 errors for each 1,000 Orders issued and paid.	

Stolen U. S. A. Money Order Forms

The following U. S. A. Money Order Forms have been reported stolen:

LaCrosse, Ind. ...	100801 to 101000 inclusive
Lansing Sta., 7, Mich. ...	32468 to 32600 inclusive
Oil City La. ...	214801 to 216000 inclusive
Springfield Sta. 2, Mass. ...	313997 to 314000 inclusive

The above Money Orders, if presented at a Newfoundland Office must not be paid. Postmasters should follow the instructions given on page 31 of the Post Office Circular of the 7th January, 1937, and page 58 of the Circular of the 11th February, 1937, in such cases.

POST OFFICE CIRCULAR.

THURSDAY, 3rd OCTOBER, 1940

Issued by the Secretary to the Department of Posts and Telegraphs, St John's, Newfoundland

THE POST OFFICE CIRCULAR CONTAINS INFORMATION OF VALUE TO THE STAFF. POSTMASTERS AND THEIR STAFFS SHOULD READ EACH ISSUE CAREFULLY.

TRANSFERS

St. John's Operating Room — Mr. G. D. Wells, Postmaster and Operator, Curling, has been transferred as from the 1st October, 1940. The vacancy at Curling was advertised by telegraph.

APPOINTMENTS

Placentia — Mr. E. Dawe to be Acting Postmaster, as from the 1st October, 1940.

Topsail — Mr. E. P. Walker to be Acting Postmaster, as from the 1st October, 1940.

St. Leonards, P.B. — Mrs. A. D. Pittman to be Telephone Attendant, as from the 1st October, 1940.

Canada Harbour — Miss Josephine Fitzpatrick to be Postmistress and Telephone Attendant, as from the 1st October, 1940.

RESIGNATIONS

Corner Brook — Harold Dower, Messenger, resigned as from the 31st August, 1940.

Canada Harbour — Miss Adele Dempsey, Postmistress and Telephone Attendant, resigned as from the 30th September, 1930.

St. John's Telegraph — F. Newbury, Messenger, resigned as from the 30th September, 1940.

Brown's Arm — P. H. Cornick, Postmaster and Telephone Attendant, resigned as from the 8th September, 1940. Vacancy not advertised.

All the above vacancies have been advertised locally.

WAR SAVINGS CERTIFICATES

What are War Savings Certificates?

1. A War Savings Certificate is an obligation of the Newfoundland Government costing Two Dollars and Fifty Cents ($2.50), entitling the holder to receive in six years the sum of Three Dollars ($3.00).

2. Any person, body corporate, (including a Company or Co-operative Society), benevolent society or fraternal society, is entitled to purchase War Savings Certificates, provided that the number purchased in any one calendar year does not exceed 200 (purchase price $500).
3. A person ten years old or more may purchase and hold War Savings Certificates in his (or her) own name; a child of less than ten years may also purchase War Savings Certificates but such Certificates will be held in the name of his (or her) parent or guardian.
4. Any number of members of one family may purchase and hold War Savings Certificates provided that the number purchased by or on behalf of each in any one calendar year does not exceed 200 (purchase price $500).

How to Buy War Savings Certificates

5. Go to any Post Office doing Money Order business (there are three hundred of these), or to any Bank or other authorised selling Agency in Newfoundland and fill out an Application form, which may be obtained gratis. Write on it your name, address and signature and the number of War Savings Certificates for which you are prepared to subscribe. Hand it to the Post Office, Bank or other authorised selling Agency together with the full amount of the purchase price in cash.
6. The Post Office or Bank will hand you in return a signed receipt which you should hold until you have received the fully-registered Certificate which will be mailed direct to you from St. John's.
7. In the case of an application by a Company, Co-operative Society, or other body corporate, or by a benevolent society or fraternal society, the application will be signed by the officer or officers having power to make the application.
8. You may, if you wish, mail your application with remittance enclosed direct to the Newfoundland Savings Bank, St. John's; the Savings Bank will then send you your War Savings Certificate direct. Certain War Savings Organisations also are being authorised to issue War Savings Certificates direct to subscribers.
9. War Savings Certificates may be issued to a person on behalf of an applicant; but in that case no Certificate will actually be issued until the signature of the applicant in his (or her) handwriting, or if such applicant be a marksman, his mark, written or made in the presence of a subscribing witness, has been received.

Security of War Savings Certificates

10. All War Savings Certificates are registered in a central registry in St. John's. This is for the protection of the holder.
11. War Savings Certificates are a direct obligation of the Newfoundland Government, charged upon the Consolidated Revenue Fund of Newfoundland.

CENSORSHIP

There is reason to believe that newspapers, periodicals, and magaznies are being sent to parties abroad in parcel post packages. In future senders must be asked, when offering parcels for transmission, to places outside Newfoundland or Newfoundland Labrador, through the mails, to certify that parcels contain no newspapers, periodicals, or magazines.

MAILS

Similarity in Post Office Names

The Postmaster at Gander (Newfoundland Airport) advises that he frequently receives mail matter which is intended for delivery at Gander Bay. It has also been noted that mail matter for Gander has been assorted to Fogo T. P. O. Gander is the new name for the Post Office at the Newfoundland Airport.

Assorters and Mail Clerks should exercise particular care in the sorting of mail for the above places.

TELEGRAPHS

New Telephone Connection Between Princeton and King's Cove

A new line was completed between Plate Cove West and Summerville on the 26th September. This provides telephone connection between all points on the King's Cove and Princeton circuits for local traffic only. Telegrams for places on both circuits will continue to circulate as in the past.

Supplying of Dry Cell Batteries to Private Telephone Subscribers

Under the terms of the contract between the Department of Posts and Telegraphs and private telephone subscribers, the Department is required to supply Dry Cell Batteries when necessary. Postmasters at telephone repeating offices should order dry cells for private subscribers when requested to do so, but the supply should not exceed one set per year.

In this connection postmasters are reminded that the batteries are connected to the speech circuit only and do not affect the ringing circuit in any way. The only indication that batteries require to be renewed is a weakening in the speech from the telephone in which the batteries are becoming worn out.

Service Telegrams

The attention of all officials connected with the handling of telegrams is again directed to the following instructions which were originally issued on pages 174 and 175 of the Post Office Circular, dated the 16th of September, 1937:—

"It is necessary to remind the staff of the need for giving immediate attention to service telegrams and in this connexion Secretary's Circular No. 58, which was issued on the 25th July, 1935, is herewith repeated for information:

> "Your attention is called to the importance of replying promptly, intelligently and fully to service enquiries referring to errors, delays, proof of delivery, requests for answers or any question concerning telegrams already transmitted. If the office involved is not in direct communication with the office of origin repeating stations must expedite service and insist on prompt attention to same at the delivery office

"A mutilated Telegram is valueless to the addressee, speedy correction is essential.

"When a service asks to 'prove delivery and get reply' proof of delivery must be immediately wired, showing the time and date delivered. If no immediate reply can be obtained state reasons. It is essential that some definite information be sent the office of origin in order to show the sender that the matter is having prompt attention.

"If a telegram cannot be delivered promptly by reason of the addressees absence from town, being outside the delivery limit, or that it has to be posted, notify the sending office accordingly and advise how you propose to dispose of it.

"If special delivery is necessary state distance addressee is from the office and the cost of special messenger.

"When a telegram is "expressed" at the request of the sender notify the office of origin on return of the messenger, stating time and to whom delivered.

"Receipts must be signed by the addressee or his agent in all cases.

"It is always assumed that prompt transmission and delivery have been given unless otherwise advised."

POST OFFICE CIRCULAR.

THURSDAY, 10th OCTOBER, 1940

Issued by the Secretary to the Department of Posts and Telegraphs, St. John's, Newfoundland

THE POST OFFICE CIRCULAR CONTAINS INFORMATION OF VALUE TO THE STAFF POSTMASTERS AND THEIR STAFFS SHOULD READ EACH ISSUE CAREFULLY.

APPOINTMENT

Browns Arm .....Mr. Gerald Carroll to be Postmaster and Telephone Attendant, as from the 12th September, 1940

RETIREMENT

St. John's Telegraph Delivery.....Mr. Albert Rollings to be retired on the 31st October, 1940, on reaching the Age Limit for Messengers.

WITHDRAWAL OF RESIGNATION

Burnside .....Mrs. Pearce Hunter, who was to resign on the 30th September, 1940, has withdrawn her resignation.

WAR SAVINGS CERTIFICATES

Encashment of War Savings Certificates

12. War Savings Certificates have the special feature that after six months from the date of purchase they may be cashed at any time by the holder at any Post Office doing Money Order business, or at any Bank or other authorised selling Agency in Newfoundland.

13. A holder may be required to give 90 days notice of his intention to cash a War Savings Certificate or Certificates, but in the ordinary way such notice will not be necessary.

14. To obtain encashment of a War Savings Certificate the holder will make application as described above and will present with his application the Certificate or Certificates to be encashed, furnishing at the same time a specimen of his signature. After verification of the signature the encashment value of the Certificate or Certificates will be sent to the holder in accordance with the following table of encashment values:—

    If the certificate is cashed at any time after the expiration of six months but before the expiration of one year from the date of issue $2.50

    If the Certificate is cashed at any time after the expiration of one year, but before the expiration of two years from the date of issue . . $2.55

    If the certificate is cashed at any time after the expiration of two years but before the expiration of three years from the date of issue . $2.60

If the certificate is cashed at any time after the expiration of three years but before the expiration of four years from the date of issue $2.65

If the certificate is cashed at any time after the expiration of four years but before the expiration of five years from the date of issue $2.75

If the Certificate is cashed at any time after the expiration of five years but before the expiration of six years from the date of issue $2.85

15. On the completion of the sixth year from the date of issue a War Savings Certificate will be redeemed by the Government by payment of Three Dollars ($3.00) to the registered holder for every Certificate of two Dollars and Fifty Cents ($2.50) (purchase price).

Other Features

16. If any War Savings Certificate becomes lost or destroyed the registered holder may apply to the Newfoundland Savings Bank at St. John's for the issue to him of a new Certificate to replace the Certificate lost or destroyed, provided he furnishes the Newfoundland Savings Bank with such particulars respecting the Certificate and the circumstances of its loss or destruction as may be necessary; and further that, if required by the Newfoundland Savings Bank, he furnishes a bond indemnifying the Government against any loss in case of the reappearance of the Certificate alleged to have been lost or destroyed.

17. War Savings Certificates may be registered in one name only and no transfer of ownership for any such Certificate or Certificates may take place. This again is a rule for the protection of the interest of the holder. It is in fact unnecessary for a holder to transfer the property in the Certificate or Certificates because at any time he can encash his Certificate or Certificates as described above.

18. In the case of death or insolvency the War Savings Certificate or Certificates will pass to the person entitled by law thereto; but this is subject to the general rule that no person may acquire more than 200 Certificates (purchase price $500) altogether in any one calendar year. In the case of a person inheriting or having transferred to him Certificates in excess of that total the excess will be encashed as described in paragraph 14 above.

19. War Savings Certificates may be issued to any person as trustee for a child under the age of 10 years without prejudice to the right of such person to acquire or hold Certificates on his (or her) own behalf.

Savings Stamps

20. Any person who is not able to subscribe the full sum of Two Dollars and Fifty Cents ($2.50) as the purchase price of a War Savings Certificate may purchase such Certificate by instalments. In such a case he should purchase Savings Stamps, which are sold at ten cents (10c.) each and may be obtained at any Post Office doing Money Order business. Such Post Offices may also issue Savings Cards on which will be found twenty-five spaces for affixing Savings Stamps. Savings Cards will be issued gratis to a person purchasing Savings Stamps and when twenty-five Ten Cent Savings Stamps have been affixed to any card the latter may be presented, together with a form of application, at any Post Office doing Money Order business or to any Bank or any authorised selling Agency in Newfoundland and a War Savings Certificate will then be issued.

RENAMING OF PLACE BY NOMENCLATURE BOARD

A public notice published in the Newfoundland Gazette of the 1st October 1940, states that effective the 25th September 1940:—

> "The settlement, situated about four and a half miles from Eastport, Bonavista Bay, be permanently named "SANDRINGHAM."

MAILS

Customs Declarations on Parcels Addressed to Newfoundland Forces Stationed in Great Britain

The Postmaster General of Great Britain has notified this Department that arrangements have been made to dispense with the usual form of Customs Declaration required in respect of parcels addressed to Newfoundland Forces stationed in Great Britain. **This does not apply in the meantime to members of the Logging Units.**

It will suffice, therefore, if the name and address of the sender is shown on the cover of each parcel together with all indications of contents in the following form:

"From . (Name)

. . .. (Address)

This parcel contains

(e.g. soldiers' comforts, cigarettes, tobacco, etc.)

TELEGRAPHS

Delivery of Telegrams by Telephone in the City of St. John's

Attention is called to the City Telephone Delivery Service introduced in August, a notice of which appears on page 803 of the Post Office Circular dated the 22nd August, 1940.

A reasonable use of this Service, it is thought, will provide a satisfactory speeding up in delivery, where the time factor is important, and Postmasters are requested to call the attention of the public to its advantages.

Errors in Figures in Telegrams

Attention is drawn to the instructions on page 35 of the Post Office Circular, whereby all figures appearing in telegrams must be repeated in words.

In cases where this instruction cannot be effectively applied over the telephone, repetition of figures must be made by analogy, as per pages 93 and 186 of the Post Office Circular.

For example, the rendering of 60 for 50 is possible over the telephone but if the repetition is made by analogy as follows, F for Freddie, T for Tommy, Y for Yellow, the error will not occur.

Counting of Words in Telegrams

Attention is drawn to the instructions contained on pages 367 and 467 of the Post Office Circular dealing with the importance of checking all telegraph traffic to make sure that no words have been dropped from, or added to, the text of a telegram.

It is evident from the frequent omission of the indicator "Collect" in the checks of telegrams that the above mentioned instructions are not being correctly observed.

As a further safeguard against the omission of the indicator "Collect" in the check of a telegram the word must be repeated by the sending operator.

ACCOUNTS

Semi-Annual Statistics

The Semi-Annual Statistics will be taken in November commencing on the first and ending on the 30th. The statistical forms have been mailed to all offices.

Repeated errors by some Postmasters in compiling their statistical records point to a disregard of instructions which have appeared in previous issues of the Post Office Circular.

The Post Office Circular of the 7th March, 1940, refers to the Post Office Circular of the 12th October, 1939.

Reference to the issues of the Post Office Circular shown above should make it possible for Postmasters to prepare their statistics correctly in future.

Collection of Telephone Rentals

Postmasters, responsible for the collection of private telephone rentals, are again reminded that a list of subscribers covered by each remittance must be enclosed with the accounts for the period covered by the remittance.

The failure of Postmasters, to enclose this essential information with their accounts, results in delay and unnecessary correspondence by mail or telegraph.

Stolen U.S.A. Money Orders Forms

The following U. S. A. Money Order Forms have been reported stolen:—

Baker, Minn	18609 to 18611 inclusive
Covington Sta. 1 Ky	25005 to 25200 inclusive

POST OFFICE CIRCULAR.

THURSDAY, 17th OCTOBER, 1940

Issued by the Secretary to the Department of Posts and Telegraphs, St. John's, Newfoundland

THE POST OFFICE CIRCULAR CONTAINS INFORMATION OF VALUE TO THE STAFF. POSTMASTERS AND THEIR STAFFS SHOULD READ EACH ISSUE CAREFULLY.

APPLICATION FOR WAR SAVINGS CERTIFICATES

Postmasters are reminded that application forms for War Savings Certificates must accompany all completed War Savings Stamp Cards, together with remittance form. The receipt of War Savings Cards without the application form will result in delay in issuing Certificates.

The following points summarise the general features of War Savings Certificates appearing in previous issues of the Post Office Circular

1. War Saving Certificates give complete security and are an ideal investment for the savings of the people of Newfoundland of all walks of life and all ages.

2. War Savings Certificates, if kept for the whole six years, will earn interest at the rate of 3 per cent per annum compound.

3. War Savings Certificates are free of Income Tax.

4. War Savings Certificates may be cashed after the first six months. War Savings Certificates are always worth what you have paid for them; after the first year they will be worth more than you have paid for them; and at the end of six years will have earned three per cent per annum compound interest.

5. War Savings Certificates are specially designed for small investors, and a system of Savings Stamps is adapted to the needs of children and those who have very small means.

6. Every dollar and every cent subscribed for War Savings Certificates will go to help Great Britain and the British Empire win the war

7. Every dollar and every cent subscribed for War Savings Certificates will be used to meet the interest and other charges on the Public debt of Newfoundland which must be paid in England every half year.

8. Thus by subscribing to War Savings Certificates you will:—

   (a) help Great Britain and the British Empire win the war;

   (b) help Newfoundland to become financially independent; and

   (c) help yourself and your famliy by saving for the future.

MAILS

Christmas Parcel Mails for Abroad (via Great Britain)

Parcels for the countries indicated below and intended for delivery by Christmas, must be posted in time for despatch from St. John's to England not later than the following dates:—

	COUNTRY
31st October	Australia, Burma, Dutch East Indies, Gold Coast Colony, Iran, Iraq, Kenya and Uganda, New Zealand, Nigeria, Straits Settlements, Tanganyika, Zanzibar.
31st October	Aden, Ceylon, Cyprus, Egypt, India, Palestine, Sierra Leone, South Africa, Rhodesia Northern and Southern (mark via Capetown), Sudan, Syria
15th November	Great Britain and European countries, Gibraltar, Malta, Morocco (British Agencies).

Parcels posted in the Outports for the above destinations should arrive in St. John's at least one day before the above mentioned dates

The latest dates for posting parcels for Canada, the U.S.A. and other American countries will be advised in due course.

Postmasters should copy the above notice neatly in ink, if a typewriter is not available, and exhibit it in a prominent place on the public side of the office.

Air Mail Services to Europe

Postmasters are informed that the only European countries for which air mail correspondence can be accepted are Gibraltar, Portugal, Spain, Switzerland, Vatican City State and unoccupied France.

Correspondence for Switzerland and the Vatican City State is liable to censorship by the enemy and senders should be recommended to exercise the utmost discretion as to what they send or write

Return of Empty Mail Bags

On page 641 of the Post Office Circular of the 18th November, 1939 and again on page 662 of the 21st December, 1939, Postmasters were requested to return all surplus mail bags to Head Office. Although there has been a good response to this request, it appears that some offices are waiting until the end of the month to make their returns.

In view of the increasing mails which are being despatched from St. John's, and the additional supplies which are required daily to meet the needs of the service, Postmasters are urgently requested to forward to the General Post Office, St. John's, by every available mail. empty mail bags at their offices that are not required for immediate use.

Mail bags are the property of the government and they must not be used for any purposes other than the conveyance of mails.

TELEGRAPHS

Labrador Wireless Offices Closed

The Seasonal Wireless Offices at Grady and Smokey, Labrador, were closed on the 5th October, 1940.

Telegraph Traffic September 1940

	1939	1940	Increase	Decrease
Paid Telegrams (including Priority)	47,998	50,239	2,241	.....
Priority	3,387	4,209	822	.....
Deadhead and Service Messages	8,469	7,811	.....	658
Number words public despatch	8,744	5,082	.....	3,662
Telegram equivalent public despatch	5,830	3,390	.....	2,440

Errors, Delays and Failures

During the month of September there were 17 errors, and 7 failures.

Finest of ten cents each were imposed on Miss Stella Lee, Lomond; Miss May Kennedy, Bonne Bay, for errors in figures; and on the following for failures of service: Mr. R. Harris, Belleoram; Mrs. Lucy Stacey, Lamaline; and Mr. W. L. Browne, St. John's.

Traffic Clearance

All offices must clear traffic on hand and exchange reports with their repeating or controlling office and be released by the latter before closing unless otherwise instructed.

In case of line trouble or congestion of traffic, which cannot be removed in a reasonable time after the closing hour, permission may be given by the controlling office to close subject to the approval of Head Office.

ACCOUNTS

Remittances of Cheques to Cashier or Bank

Postmasters are again reminded that their office date stamp must be affixed to the back of all cheques forwarded as remittances. See Post Office Circular, pages 404, 13th October, 1938, and 423 17th November, 1938

Stolen United States Postal Order Forms Recovered

The followinig U.S.A. Postal Money Order Forms reported stolen in the Post Office Circular of the 26th September, 1940, have now been recovered:

Lansing, Sta. 7, Mich ..... 32468 to 32600 inclusive

Stolen United States Postal Money Order Forms

The following U.S.A. Money Order Forms have been reported stolen:

Covington, Sta. 1, Ky.... .... Nos. 25005 to 25200 inclusive
Baker, Minn ... . Nos. 18609 to 18611 inclusive

The above Money Orders, if presented at a Newfoundland Office, must not be paid. Postmasters should follow the instructions given on page 31 of the Post Office Circular of the 7th January, 1937, and page 58 of the Circular of the 11th February, 1937, in such cases.

POST OFFICE CIRCULAR.

THURSDAY, 24th OCTOBER, 1940

Issued by the Secretary to the Department of Posts and Telegraphs, St. John's, Newfoundland

THE POST OFFICE CIRCULAR CONTAINS INFORMATION OF VALUE TO THE STAFF. POSTMASTERS AND THEIR STAFFS SHOULD READ EACH ISSUE CAREFULLY.

APPOINTMENTS

Channel ..... Mr. Thomas Ford to be Messenger Assistant as from 1st October, 1940.

Hampden ..... Mr. Charles Thomas to be Postmaster and Telephone Attendant as from 21st May, 1940.

St. Leonards ..... Mr. Edward Leonard to be Telephone Attendant as from 15th October, 1940.

TEMPORARY APPOINTMENTS

Gander ..... Mr. Lloyd Hobbs to be Temporary Assistant as from 1st October, 1940.

Gander ..... Mr. Wm. Gosse to be Temporary Assistant as from 4th October, 1940.

Botwood ..... Mr. Roland Hobbs to be Temporary Assistant as from 1st October, 1940.

Port Saunders ..... Miss S. Way to be Temporary Postmistress and Operator as from 1st October, 1940.

Whitbourne ..... Mr. Munden Hobbs to be Temporary Messenger Assistant as from 4th October, 1940.

RESIGNATIONS

Little Hr., Twillingate ..... Mr. E. Pardy, Postmaster and Telephone Attendant, resigned effective 31st October, 1940.

St. John's Telegraph Delivery ..... Mr. C. R. Pynn, Messenger, resigned, effective 31st October, 1940.

DISMISSAL

Hampden ..... Mrs. Pearl Eveleigh, Postmistress and Telephone Attendant, was dismissed as from 18th May, 1940.

CANCELLATION OF APPOINTMENT

St. Leonards ..... The appointment of Mrs. A. D. Pittman as Telephone Attendant is cancelled.

WAR SAVINGS CERTIFICATES

The following circular has been mailed by the Secretary to all officials of the Department of Posts and Telegraphs. The aim of the Department is to reach 100% subscriptions from the Staff. Deductions from the payroll may range from the minimum of 10c. to any limit which the officials may voluntarily contribute toward this worthy object. Coupons have been mailed with the circular and those wishing to contribute should forward them as early as possible.

A General movement is being set afoot in the Civil Service in support of the recent issue of War Savings Certificates. The aim is that, as far as commitments allow, an average personal contribution in the neighbourhood of 5% of salary should be the minimum contribution. It is recognised, of course, that this will not be possible in the case of many of the lower paid officials, but there will be no actual upper limit to any who feel they can afford to invest more.

As, I think, we all appreciate, if we are to win this war for the preservation of our freedom and a reasonable standard of living we will require to put into its prosecution everything we have of money and personal effort. The alternative, is a relapse to barbarism, slavery and the entire loss of all those things which we hold dear and for which we and our forebears have fought and suffered down the past many generations. If we do not put forth our maximum effort we will be betraying our heritage and those who gave it to us in trust.

In Newfoundland we are not yet faced with the probability that our homes may be wrecked, ourselves or our friends killed or maimed for life as are those of our friends in Great Britain who are facing this fate at every hour of the day and night. Can we make a thank offering for this? The war is costing the people of Great Britain in the region of $40,000,000 a day, and I feel quite certain it is not the wish of any official of the Department of Posts and Telegraphs of Newfoundland, even the lowest paid official, that the people of Great Britain should be asked to send money to Newfoundland in addition to the very heavy burden of paying for the War. If every official will lend, and go on lending, to the utmost of his or her capacity to do so that will not be necessary.

If, because the money is not lent, we lose this war, what does any one think our positions in the Civil Service will be worth? We must lend, then, as a form of insurance against losing what we already have, to place it no higher than that.

Each Department and section of the Civil Service is forming a committee—a War Savings Committee—composed of the officials themselves, to organise and encourage a systematic savings movement and to arrange for regular monthly deductions from salary for the purchase of War Savings Certificates. How best this can be done is at present under consideration and I feel sure I can rely on your own personal co-operation and that of every member of your staff.

I would like, however, to make it quite clear that there will be no suspicion of compulsion in this. It is a matter for each and every individual official personally and it must be entirely voluntary.

If you wish to participate in this general scheme please sign the attached coupon and return to the undersigned at your earliest convenience."

MAILS

Acceptance of Parcels for Members of His Majesty's Forces

The attention of Postmasters is directed to the Notice given on Page 754 of the Post Office Circular of the 30th May, 1940, which states that parcels for Members of His Majesty's Forces overseas, or care of the Base Post Office, Canada, **should not be accepted for insurance.**

This regulation does not apply to parcels addressed to private individuals in Great Britain and Canada

TELEGRAPHS

Traffic Clearance

All offices must clear traffic on hand and exchange reports with their repeating or controlling office and be released by the latter before closing, unless otherwise instructed.

In case of line trouble or congestion of traffic, which cannot be moved in a reasonable time after the closing hour, permission may be given by the controlling office to close subject to the approval of Head Office.

No Free Telegraph Facilities

Under date of April 27th, 1935, a notice was issued withdrawing all free telegraph facilities, except telegrams on Department business

This order, which applies to members of the staff as well as non-officials, will be strictly enforced.

Any telegrams of a private or social nature sent in Service or D.H. form after the issue of this notice will be changed to an ordinary paid telegram at Head Office, forwarded to its destination and charged against the office of origin.

ACCOUNTS

Errors in Money Order Work

The following is a list of Post Offices where Officials were responsible for four or more errors in Money Order service during the month of July, 1940:

Office	No. of Errors	No. of Orders Issued and Paid During July 1940
Chance Cove	4	32
Clarenville	6	170
Coachman's Cove	4	83
Corner Brook	4	1792
Ferryland	4	59
Fortune Harbour	7	129
Gambo	13	184
Hare Bay	4	74
Hodge's Cove	4	47
King's Cove	4	116
Little Bay	5	108
Little Paradise	4	48
Nfld. Airport	4	459
Port au Port	4	168
St. George's	6	253
Stephenville Xing	4	143

Total No. of Orders issued during July	20,535
Total No. of Orders paid during July	9,426
	29,961
Total No. of Errors	269
Percentage of Errors	.09
i.e. approximately 9 errors for each 1,000 Orders issued and paid.	
Total No. of Figure Errors	178
Percentage of Figure errors	.59
i.e., approximately 6 errors for each 1,000 Orders issued and paid.	

Stolen U.S.A. Money Order Forms

The following U.S.A. Money Order Forms have been reported stolen:—

Baker, Minn	18,609	to	18,611	inclusive
Covington, Sta. 1, Ky	25,005	to	25,200	"
New Lenox, Ill	65,648	to	65,800	"
Oil City, La.	214,801	to	216,000	" and
Oil City, La.	216,201	to	217,000	"
Springfield, Sta. 2. Mass.	313,997	to	314,000	"
Verona, N. Dak	79,201	to	81,000	"

The above Money Orders, if presented at a Newfoundland Office, must not be paid. Postmasters should follow the instructions given on page 31 of the Post Office Circular of the 7th January, 1937, and page 58 of the Circular of the 11th February, 1937, in such cases.

POST OFFICE CIRCULAR.

THURSDAY, 31st OCTOBER, 1940

Issued by the Secretary to the Department of Posts and Telegraphs, St. John's, Newfoundland

APPOINTMENTS

Fortune ..... Mr. John H. Spencer to be Messenger, Fortune, as from 7th October, 1940.

RESIGNATION

Ireland's Eye ..... Miss Rachel Toope, Postmistress and Telephone Attendant, effective the 15th November, 1940. Vacancy advertised locally.

RETIREMENTS

St. John's Telegraph Delivery ..... Mr. Michael Baird, Messenger, effective the 26th October, 1940.

St. John's Telegraph Delivery ..... Mr. John McCarthy, Messenger, effective the 30th November, 1940.

St. John's Operating Room ..... Miss Blanche March, Clerk, effective the 31st August, 1940, on medical grounds.

VACANCY

Badger ..... Applications addressed to the Secretary, Department of Posts and Telegraphs, will be received up to the 5th November, 1940, for the temporary position of Postmaster and Operator at Badger at a salary of $600.00 per annum.

Applicants should state their names in full, date of birth, educational qualifications, whether married or single and departmental experience. Copies of references from two persons outside the Service must accompany all applications.

The successful applicant will be required to provide a birth certificate and certificate of medical fitness.

Accumulation of Leave

Members of the Post Office staff, residing in the Outports, who wish to have their Annual Leave deferred from one year to the following year so that they may accumulate leave of one month to visit relatives or friends in distant settlements, should make application to the Secretary before the end of the current calendar year and give the reason for the request.

It should be noted that this does not constitute a general concession for the Staff to postpone their fortnightly holidays in any one year in order to have a month's holidays the following year. It would be impossible to grant such a general concession. The difficulties of leave substitution, which are already considerable, would be greatly increased. Each application which may be made will be considered strictly on its merits and will be subject to the overriding consideration of the exigencies of the public service.

When annual leave is cancelled for the staff in general owing to some unforeseen cause or causes, members must understand that this cancellation of leave does not constitute a right to demand a month the following year.

Annual leave will be granted to members of Telegraph Money Order Offices, annually, and a relief official will be provided wherever posible by the Department. If annual leave has not been granted to any official he should make application for same through his immediate superior.

All annual leave for the year 1940 must be completed before 31st December, 1940.

MAILS

Date Stamping Mail and Cancelling Postage Stamps

The attention of Postmasters is directed to the necessity of carefully date-stamping all letters and other articles of mail posted at their offices, so that a distinct impression of their date stamp appears thereon, and the postage stamps are effectively cancelled.

Frequently, addressees find it necessary to refer to the date stamp impressions on envelopes and covers in order to confirm or verify the actual date and place of mailing, and much annoyance and inconvenience is caused when the impressions fail to reveal the desired information.

Postmasters are requested to see that the type in date stamps and cancelling machines is at all times kept clean so that clear and distinct impressions may be placed on letters and other mail.

Suspension of Service

The Insured Letter and Box and Insured Parcel Service to Gibraltar is suspended until further notice.

Christmas Mails for Abroad

Latest posting dates at the St. John's General Post Office for delivery on or before Tuesday, 24th December, 1940:

1. UNITED STATES
   (a) Central and Western States.
   Parcels, 6 p.m. Thursday, 21st November.
   Letters, Cards, etc., 9 p.m. Monday, 9th December.

(b) Eastern States.

Parcels, 10 a.m. Saturday, 7th December.

Letters, Cards, etc., Noon Thursday, 12th December.

2. CANADA

(a) Western Provinces.

Parcels, 10 a.m. Saturday, 7th December.

Letters, Cards, etc., 9 p.m. Monday, 9th December.

(b) Other Provinces.

Parcels, 11 a.m. Saturday, 7th December.

Letters, Cards, etc., Noon Thursday, 12th December.

3. SOUTH AMERICAN COUNTRIES

Correspondence and Parcels 11 a.m. Tuesday, 19th November.

In the event of serious interference with train and steamer services as a result of unfavourable weather conditions, mail posted "in time" on the basis of the above schedule may not actually be delivered until after the 25th December.

A notice respecting dates for "in time" delivery in Newfoundland before 24th December, will be published later.

Postmasters should note that mail for points listed above should be in St. John's on or before the dates named, and the latest posting dates should be exhibited on the public side of their offices.

TELEGRAPHS

St. John's Telephone Delivery

The following telephone charges apply to telegrams destined to points served by the Avalon Telephone Company, and should be paid by the sender:

Blackhead, St. John's West	15 cents
Bauline	15 "
Cape Spear	10 "
Cape St. Francis	25 "
Donovans	10 "
Flatrock	15 "
Goulds	10 "
Logy Bay	10 "
Maddox Cove	10 "
Middle Cove	10 "
Outer Cove	10 "
Petty Harbour	10 "
Pouch Cove	15 "
Portugal Cove	10 "
St. Phillips	15 "
St. Thomas	20 "
Torbay	10 "

Telegrams destined to any of the above places should show after the check that telephone charges have been paid at the office of origin or not.

A ten word telegram destined to Bauline via St. John's when all charges are paid should bear a check like this: 10 pd phone chgs paid."

If the telegram is collect and the telephone tolls are to be collected in addition the check should read "11 collect all charges."

Where the telegraph charges are collect and the telephone charges paid the notation should read 10 coll phone chgs paid.

The application of this regulation will prevent differences in checking and eliminate the exchange of service messages.

Cut this out and paste it in P. O. Supplement of March 30th, 1939

ACCOUNTING

Telegraphed Money Orders

Postmasters are reminded that all telegraphed Money Orders issued at their respective offices are to be forwarded to Headquarters by the first possible mail.

Endorsement of Money Orders

The attention of Postmasters at Money Order Offices is directed to instructions in connection with endorsement of Money Orders, Post Office Circulars No. 268, 435 and 515.

A number of Money Orders are being received at Head Office without the proper endorsement. Postmasters should examine all Money Orders before payment to ensure the correctness of the endorsement. Money Orders endorsed by payees mark must bear the signature of two witnesses and in all cases the signatures must be made in ink.

Suspension of Service

Money Orders to the Watch Tower Bible and Tract Society must not be issued to any member of the public until further notice.

CHANGE OF TIME

Postmasters are reminded that effective from Midnight Sunday, 3rd November, all clocks in Newfoundland will be put back one hour. This change is to continue until further notice.

POST OFFICE CIRCULAR.

THURSDAY, 7th NOVEMBER, 1940

Issued by the Secretary to the Department of Posts and Telegraphs, St. John's, Newfoundland

APPOINTMENTS

Queen's Cove ..... Mr. R. J. Whalen to be Postmaster and Telephone Attendant, as from the 1st October, 1940.

Bell Island Way Office ..... Miss Agnes Cahill to be Postmistress, as from the 25th September, 1940.

Lomond ..... Miss Isabella Reid to be Postmistress and Telephone Attendant, as from the 1st October, 1940.

RESIGNATIONS

Bloomfield ..... Mr. William Reader, Postmaster and Telephone Attendant, as from the 15th November, 1940.

Harbour Breton ..... Miss May Chapman, Assistant, as from the 30th November, 1940.

The vacancies which have occurred in the above offices have been advertised locally.

RETIREMENTS

St. John's Registry and Typing Branch ..... Miss Dorothy Rees, effective the 23rd November, 1940, on marriage.

Pilleys Island ..... Miss G. M. Peters, effective the 30th November, 1940, on marriage.

DISMISSALS

Queen's Cove ..... Miss Margaret Goobie, Postmistress and Telephone Attendant, as from the 8th June, 1940.

VACANCIES

Pilley's Island ..... Postmaster and Operator. Salary $600.00 per annum. Applications will be received up to the 19th November, 1940.

St. George's ..... Assistant Postmaster. Salary $300.00 per annum. Applications will be received up to the 5th November, 1940.

Applicants should state their names in full, date of birth, educational qualifications, whether married or single and departmental experience. Two recommendations must accompany all applications. The successful applicant will be required to provide a birth certificate and certificate of medical fitness.

CENSORSHIP

Telegrams to Greece

The use of code or cypher (including codes authorized in Newfoundland) in private telegrams to Greece is forbidden. Telegrams must be in English or French and both the first and last names of the sender must appear in the signature.

SEMI-ANNUAL STATISTICS

The following notice, issued by the Assistant Secretary, was telegraphed to all offices on Thursday, the 31st October:—

> "Postmasters and Telephone Attendants are reminded that commencing Friday, November 1st, and continuing throughout the month of November, statistics are to be taken of all classes of Post and Telegraph work stop Post Office Circluar of October 10th contains instructions regarding this work."

MAILS

The following notice sets out the regulations governing communication with Prisoners of War interned abroad. Postmasters must copy this notice and post it in a prominent place in the lobby.

COMMUNICATION WITH PRISONERS OF WAR INTERNED ABROAD

1. This leaflet applies primarily to British (including Dominion and Colonial prisoners of war interned in enemy and neutral countries; also applicable to letters and postcards addressed to prisoners of war of other nationalities interned abroad. The term "Prisoners of War" includes all interned persons, naval, military, air force and civilian.

LETTER POST

2. Letters and postcards may be sent post free; they should be posted in the ordinary way and should not be sent to the British Red Cross Society to be forwarded. They should be clearly written or typed, and letters should not exceed two sides of a sheet of note-paper; otherwise they are liable to delay and may even not be delivered by the authorities in the country to which they are addressed. They must only deal with purely personal matters, and care should be taken that no information of any kind, which might be of use to the enemy, is given. No references to naval, military, aerial, economic or political matters are allowed, and movements of any members of His Majesty's Forces or any warship or merchant ship must not be mentioned.

3. Enclosures.—Any enclosure in a letter may cause delay. Picture postcards or pictorial matter of any kind must not be sent: snapshots or unmounted photographs of a personal nature are allowed.

4. Method of Address.—The address should be clearly written in INK both on the envelope and on the letter itself. As far as possible the following particulars should be given:—

(a) Service No. and Rank (unless the addressee is an interned civilian), initials, and surname.

(b) British Prisoner of War.

(c) Prisoner of War Number (if known).

(d) Camp address. It is important that the Camp address should be complete (e.g. in the specimen address below "Stalag" means "permanent camp" and is insufficient without the addition of the appropriate number).

(e) Country.

The top left-hand corner of the envelope should bear the words "Prisoners of War Post", and if addressed to a prisoner of war in German hands, the equivalent word

"KRIEGSGEFANGENENPOST" should be added, or if addressed to a prisoner of war in Italian hands the words "Service des prisonniers de Guerre". The name and address of the sender should be written on the back of the envelope. If, however, the sender is serving in His Majesty's Forces whether at home or abroad, he must on no account give the address of his unit; instead he should state the address of a relative or friend in this country who would be willing to send on any letters received from the prisoner.

SPECIMEN ADDRESS

No Stamp required

Prisoners of War Post,
KRIEGSGEFANGENENPOST.

* **P/J.I. 125001 A.B.J. Smith,**
or **No. 123456 Corporal T. Atkins,**
or **No. 567890 Leading Aircraftsman K. Jones,**
British Prisoner of War No. 3306,
Stalag XII A.
Germany.

* **From Mrs. J. Smith,**
33, Maple Road,
Andover,
Hants.

* The details in heavy type in the foregoing specimen addresses are merely examples and care should be taken that the appropriate details furnished in letters sent by the prisoner are inserted in the address of letters sent to him.

N.B.—No attempt should be made to communicate with Prisoners of War through people in neutral countries.

Christmas Mails for Abroad

The latest times of posting in St. John's of mails addressed to the undermentioned countries in time for delivery by Christmas are as follows:—

1. **UNITED STATES OF AMERICA**
   - (a) **Central and Western States**
     - Parcels—Thursday, 21st November.
     - Letters, Cards and Printed Paper—Tuesday, 10th December.
   - (b) **Eastern States**
     - Parcels—Thursday, 5th December.
     - Letters, Cards and Printed Papers—Saturday, 14th December.
2. **CANADA**
   - (a) **Western Provinces**
     - Parcels—Saturday, 7th December.
     - Letters, Cards and Printed Papers—Tuesday, 10th December.
   - (b) **Eastern States**
     - Parcels—Thursday, 5th December.
     - Letters, Cards and Printed Papers—Saturday, 14th December.
2. **CANADA.**
   - (a) **Western Provinces**
     - Parcels—Saturday, 7th December.
     - Letters, Cards and Printed Papers—Tuesday, 10th December.
   - (b) **Central Provinces**
     - Parcels—Tuesday, 10th December.
     - Letters, Cards and Printed Papers—Saturday, 14th December.

(c) **Maritime Provinces**

Parcels—Thursday, 12th December.

Letters, Cards and Printed Papers—Tuesday, 17th December.

3. **OTHER COUNTRIES**

	1940
Argentina	November 18th
Bahamas	December 7th
Barbados	December 3rd
Bermuda	December 10th
Bolivia	November 26th
Brazil	November 26th
Canal Zone	December 3rd
Chile	November 26th
Colombia	December 3rd
Costa Rica	December 3rd
Cuba	December 10th
Dominican Republic	December 10th
Ecuador	November 26th
Grenada	November 26th
Guadeloupe	December 3rd
Guatemala	December 3rd
Guiana (British)	December 3rd
Guiana (French)	December 3rd
Haiti	December 10th
Honduras	December 3rd
Jamaica	December 7th
Martinique	December 3rd
Nicaragua (Bluefields)	November 20th
Nicaragua (Corinto)	November 26th
Paraguay	November 19th
Panama	December 3rd
Peru	November 26th
Puerto Rico	December 10th
St. Kitts	December 3rd
Salvador	December 3rd
Surinam	December 3rd
Trinidad	December 3rd
Turks Island	November 7th
Uruguay	November 19th
Venezuela	December 3rd
Virgin Islands (U.S.)	December 7th
Australia	November 12th
China:	
North China	November 14th
Shanghai	November 14th
South China	November 14th
Hong Kong	November 14th
Japan	November 21st
Manchuria	November 26th
New Zealand	November 12th
Philippines	November 14th

POST OFFICE CIRCULAR.

THURSDAY, 14th NOVEMBER, 1940

Issued by the Secretary to the Department of Posts and Telegraphs, St. John's, Newfoundland

I wish to convey to the staffs of the Post Offices at Grand Falls, Placentia, Topsail, Channel and the operating staff at St. John's my keen appreciation of their co-operation and tireless efforts to maintain the telegraph services under extremely difficult circumstances, following the damage caused to the telegraph system by the heavy storm of the 27th October.

By their loyalty to the Department and this latest display of public spirit, when they were found at their posts practically all day and well into the night, they have given a clear indication that a tradition of public service is being steadily built up by the staff of the Post Office in this country.

J. HAIG-SMITH,
Secretary.

LEAVE OF ABSENCE

Badger ..... J. F. Warren has been granted leave of absence, as from the 31st October, 1940, to join His Majesty's Fighting Forces (Royal Navy).

APPOINTMENTS

Goobies ..... Mrs. Hubert Green to be Postmistress, as from the 1st November, 1940.

Quirpon ..... Mrs. Louise Roberts to be Seasonal Postmistress, as from the 1st November, 1940.

Deer Lake ..... Ford Langdon to be Temporary Messenger, as from the 1st November, 1940.

RESIGNATIONS

Quirpon ..... Mr. Howard Peters, Seasonal Postmaster and Operator, as from the 31st October, 1940. Owing to closing of wireless office.

St. Juliens ..... Mr. P. W. Farrell, Seasonal Postmaster and Operator, as from the 31st October, 1940. Owing to closing of wireless office.

TRANSFER

Curling ..... Miss M. Hall, Assistant at St. George's, to be Postmistress and Operator at Curling, as from the 11th November, 1940.

MAILS

Rates of Postage

The postage on Christmas cards, unsealed, will be two cents (2c.) The one cent rate has been abolished.

Christmas cards posted with only one sent affixed will be taxed. Postmasters should post a notice to this effect in the lobby.

Customs Declarations on Parcels Addressed to Newfoundland Forces Stationed in Great Britain

The Postmaster General of the United Kingdom has notified this Department that the arrangement in connexion with Customs Declarations, described on page 831 of the Post Office Circular of the 10th October, 1940, will apply also to parcels addressed to members of the Logging Units.

Trans-Atlantic Air Mail Services

The following is the latest schedule issued in connection with the trans-Atlantic air mail flights from New York, N.Y., via Hamilton, Bermuda, and Horta, Azores, to Lisbon, Portugal, effective the 22nd October, 1940:—

Tuesday	8.30 a.m.	Leave New York, N.Y. (La Guardia Field)	Arrive	1.45 p.m. Tuesday
Thursday	8.30 a.m.			1.45 p.m. Friday
Saturday	8.30 a.m.			1.45 p.m. Sunday
Tuesday	2.50 a.m	Arrive Hamilton, Bermuda	Leave	9.00 a.m. Tuesday
Thursday,	2.50 p.m.			9.00 a.m. Friday
Saturday	2.50 p.m.			9.00 a.m. Sunday
Tuesday	4.00 p.m.	Leave Hamilton, Bermuda	Arrive	7.00 a.m. Tuesday
Thursday	4.00 p.m.			7.00 a.m. Friday
Saturday	4.00 p.m.			7.00 a.m. Sunday
Wednesday	6.30 a.m.	Arrive Horta, Azores	Leave	4.00 a.m. Monday
Friday	6.30 a.m.			4.00 p.m. Thursday
Sunday	6.30 a.m.			4.00 p.m. Saturday
Wednesday	7.30 a.m.	Leave Horta, Azores	Arrive	2.30 p.m. Monday
Friday	7.30 a.m.			2.30 p.m. Thursday
Sunday	7.30 a.m.			2.30 p.m. Saturday
Wednesday	4.30 p.m.	Arrive Lisbon, Portugal	Leave	9.00 a.m. Monday
Friday	4.30 p.m.			9.00 a.m. Thursday
Sunday	4.30 p.m.			9.00 a.m. Saturday

It will be noted that planes on this service are now leaving New York at 8.30 a.m. and scheduled to stop at Bermuda.

Bermuda Air Mail Service

Postmasters are informed that the air mail service from United States to Bermuda will operate on the following schedule from Baltimore instead of New York, from the 23rd October, 1940:

Sunday			**Monday**
Wednesday			**Thursday**
10.30 a.m.	Leave Baltimore, Md., EST	Arrive	2.00 p.m.
5.00 p.m.	Arrive Hamilton, Bermuda, 60MT	Leave	8.30 a.m.

LIST OF MAGISTRATES

The following list, giving the names of Magistrates and Towns at which each is stationed, is published for the information of Postmasters:—

J. P. Mulcahy	Bell Island
A. Squarey	Bonavista
E. Russell	Bonne Bay
G. Penney	Burgeo
L. Ash	Carbonear
J. B. Wornell	Clarenville
N. Short	Corner Brook
T. J. Wade	Ferryland
M. Hollett, B.A.	Grand Falls
C. M. Lane	Greenspond
Brian J. White	Harbour Breton
M. E. Hawco	Holyrood
G. E. Trickett	La Scie
C. W. Powell	Marystown
W. J. Linegar	Placentia
B. V. Andrews	Springdale
F. M. Wells	St. Anthony
John F. Dawson	St. George's
C. J. Greene	St. Mary's
B. J. Abbott	Twillingate

TELEGRAPHS

Expeditionary Force Message Extended to Egypt

As from the 6th November the Expeditionary Force Service (EFM) will be available to Egypt over the Cable and Wireless connections.

The Service will be **TO** Egypt only and not **FROM**, for the present, and EFM telegrams must be routed "Via Imperial."

Delivery of Telegrams in St. John's and Larger Towns

There has been considerable difficulty in the delivery of telegrams in St. John's and larger towns owing to the omission of a street address. There are a number of persons of similar name in the City of St. John's and considerable delay will be avoided by requesting the sender of a message to give a definite street address.

It should be pointed out that this precaution is essential to ensure prompt delivery. Wherever possible the message is transmitted by telephone from Head Office where the telephone delivery system is used.

The attention of all Postmasters is directed to the recent instructions issued in this connection. If the message is an answer to a previous message this fact should be shown after the check thus "In ans. yours date" or "Yours yesterday" as the case may be.

The attention of the public should be directed to these instructions and their co-operation requested in this connection.

Wireless Station Closed

The Seasonal Wireless Station at St. Juliens was closed on the 3rd November, 1940.

ACCOUNTING

War Savings Stamps

Postmasters when forwarding completed War Savings Stamp Cards to Cashier must not take credit for them in their Accounts.

Credit must only be taken when cash is forwarded.

Signatures to Correspondence

It has been noted that a large number of letters received from Postmasters are signed merely "P.M." All officials should note that both name and rank must appear in the signature to all letters thus:—

"John T. Jones,
Postmaster,
Wild Bight."

Errors in Money Order Work

The following is a list of Post Offices where officials were responsible for four or more errors in Money Order Service during the month of August, 1940:

Office	No. of Errors	No. Orders Issued and Paid During August, 1940
Bell Island Mines	4	743
Buchans	4	1257
Catalina	4	97
Clarenville	4	168
Deer Lake	5	508
Fortune Harbour	5	107
Gambo	11	208
Gander	5	223
Lewisporte	4	83
Little Bay	5	486
Pacquet	4	33
Pilley's Island	4	118
St. Brides	4	11
St. John's General	4	2998

Total No. of Orders issued during August	19,529
Total No. of Orders paid during August	9,468
	28,997
Total No. of Errors	263
Percentage of Errors	.91
i.e. approximately 9 errors per each 1,000 Orders issued and paid.	
Total No. of Figure Errors	187
Percentage of Figure Errors	.64
i.e. approximately 6½ errors per each 1,000 Orders issued and paid.	

POST OFFICE CIRCULAR.

THURSDAY, 21st NOVEMBER, 1940

Issued by the Secretary to the Department of Posts and Telegraphs, St. John's, Newfoundland

APPOINTMENTS

St. John's Telegraph Delivery ..... Mr. I. Gulliver to be temporary Messenger as from 1st November, 1940.

St. John's Telegraph Delivery..... C. Middleton to be temporary Messenger as from 4th November, 1940.

St. John's Telegraph Delivery ..... F. Carter to be temporary Messenger as from 4th November, 1940.

St. John's Telegraph Delivery ..... H. Clarke to be temporary Messenger as from 1st November, 1940.

St. George's ..... Miss Genevieve Gillis to be Assistant as from 12th November, 1940.

VACANCY

Musgrave Harbour ..... Applications addressed to the Secretary, Department Posts and Telegraphs, will be received up to the 26th November, 1940, for the position of Postmaster and Operator at Musgrave Harbour at a salary of $420.00 per annum.

Applicants should state their names in full, date of birth, educational qualifications, whether married or single and departmental experience. Copies of two recommendations should accompany applications.

The successful applicant will be required to provide a birth certificate and certificate of medical fitness.

MAILS

Cessation of Summer and Commencement of Winter Courier Services

Postmasters at the offices affected should note the cessation of Summer Courier Services and the commencement of Winter Courier Services as indicated below:

ROUTE 1

Summer Service to Cease

(a) Holyrood to Colinet; (b) St. Mary's to Salmonier. The last trip will be made over these routes on Thursday, 28th November.

Winter Services to Commence

(a) Holyrood to Salmonier; (b) Salmonier to St. Mary's; (c) Salmonier to Colinet. The first trip will be made on Monday, 2nd December, and Mondays and Thursdays thereafter until further notice. The Mails for these Routes will be despatched by the trains leaving St. John's 9 a.m Mondays and Thursdays.

ROUTE 2

Summer Services to Cease

(a) Heart's Content to Whitbourne. The last trip will be made Friday, 29th November; (b) Heart's Content to Carbonear and Brownsdale. The last trip will be made on Wednesday, 27th November. (c) Heart's Content to Brownsdale. The last trip will be made on Saturday, 30th November.

Winter Services to Commence

(a) Whitbourne to Green's Harbour; (b) Heart's Content to Green's Harbour. The first trip will be made on Monday, 2nd December, and Mondays and Fridays thereafter until further notice; (c) Heart's Content to Carbonear. The first trip will be made Monday, 2nd December, and each Monday and Wednesday thereafter until further notice; (d) Heart's Content to Brownsdale. The first trip will be made on Tuesday, 3rd December, and each Tuesday and Thursday thereafter until further notice.

Mails for Routes (a) and (b) will be forwarded by the Express trains leaving St. John's Sunday and Thursday of each week, and for Routes (c) and (d) will be forwarded by the trains leaving St. John's for Carbonear 9 a.m. Tuesday and Saturday.

ROUTE 3

Summer Service to Cease

(a) Carbonear to Grates Cove. The last trip will be made on Thursday, 28th November.

Winter Services to Commence

(a) Carbonear to Ochre Pit Cove; (b) Old Perlican to Ochre Pit Cove; (c) Grates Cove to Old Perlican. The first trip will be made on Monday, 2nd December, and each Monday and Thursday thereafter until further notice.

ROUTE 4

Summer Service to Cease

(a) Whitbourne to Bellevue. The last trip will be made on Friday, 29th November.

Winter Services to Commence

(a) Norman's Cove to Railway; (b) Bellevue to Railway. The first trip will be made on Friday, 6th December, and each Friday thereafter until further notice. Mails will be forwarded by the Express leaving St. John's 5 p.m. Thursdays.

ROUTE 5

Summer Services to Cease

(a) Clarenville to Hickman's Harbour. The last trip will be made Monday, 25th November; (b) Milton to Thoroughfare; (c) Thoroughfare to Deer Harbour. The last trip will be made on Monday, 25th November.

Winter Service to Commence

(a) Clarenville to Britannia; (b) Britannia to Deer Harbour. The first trip will be made on Monday, 2nd December, and each Monday thereafter until further notice; (c) Milton to Burgoynes Cove. The first trip will be made on Monday, 2nd December, and each Monday thereafter until further notice.

Effective from Sunday, 1st December, all mails for Britannia, Thoroughfare, Petley and Deer Harbour will be despatched via Clarenville and **not via Milton.** Mails for these routes will be forwarded by the Express leaving St. John's 10 p.m. Sunday.

Summer Service to Cease

(a) Keels to Port Rexton. The last trip will be made on Monday, 25th November.

Winter Services to Commence

(a) King's Cove to Plate Cove; (b) Keels to Plate Cove. The first trip will be made on Monday, 2nd December, and each Monday thereafter until further notice. Mails for these routes will be forwarded by the Express trains leaving St. John's 10 p.m. Sundays.

TELEGRAPHS

Rates to Egypt

The following rates now apply from Newfoundland to Egypt via London-Wireless or London-Eastern, effective the 10th November:

EGYPT	ORD	CDE	LC	NLT	BRIT GOVT	PRESS
FIRST REGION:						
Alexandria, Cairo, Suez, Port Said, Port Tewfik	42	26	21	3.50 and 14	21	18
Other Offices	42	26	21	3.50 and 14	22½	18
SECOND REGION	45	27	22½	3.75 and 15	25	19½
THIRD REGION:						
Port Sudan	49	30	24½	4.09 and 16-1/3	24½	21½
Other Offices	49	30	24½	4.09 and 16-1/3	27	21½

Postmasters should copy the above and attach it to Page 509 of the Post Office Supplement to the Post Office Circular dated 30th March, 1939.

Seasonal Offices Closed

The following seasonal offices have been closed:

Writes Road, closed as from 5th November, 1940.
Quirpon, closed as from 3rd November, 1940.
Fishing Ships Harbour, closed as from 6th November, 1940.
Hawkes Harbour, closed as from 4th November, 1940.
Comfort Bight, closed as from 4th November, 1940.
Domino, closed as from 3rd November, 1940.

The usual telephone connection at Quirpon will be in operation during the winter months

Social Telegrams

Expeditionary Force messages (EFM) may now be accepted from members of the Royal Navy but not to them. EFM telegrams are available to all Empire Points (except Canada) and to Egypt. Postmasters should note this in the appropriate place on their tariff sheet.

ACCOUNTING

The following Notice was sent to all offices on 12th November, 1940:

"Effective 12th November, 1940, Money Orders issued on United States to any one individual must not exceed twenty-five dollars per month instead of one hundred as formerly. This amount of twenty-five dollars may be purchased in one order or several as required, but a definite check must be made by the Postmaster to see that this amount is not exceeded within the month."

Stolen U. S. A. Postal Money Order Forms

The following U.S.A. Postal Money Order Forms have been reported stolen:

Bat Cove, N.C., 18995 to 18998.
Brooklyn, Sta. 244, N.Y., 47146 to 47400 inclusive.
Dunns, W. Va., 13196 to 13200, 13397 to 13400 and 13600.
New York, Sta. 44, N.Y., 142122 to 142200.
Oakhurst, Calif., 32698 to 32800.
Orcutt, Calif., 110644 to 110800 and 111401 to 111600.

Stolen Canadian Money Order Forms

The following Canadian Postal Money Order Forms have been reported stolen:

McMasterville, P.Q. . . . . 06719 to 06800 inclusive

The above Money Orders, if presented at a Newfoundland Office, must not be paid. If possible, endeavour should be made to obtain particulars of such Orders presented—the office of origin and number, amount, name of remitter and payee—and such information should be telegraphed by priority service to the Accountant, St. John's.

POST OFFICE CIRCULAR.

THURSDAY, 28th NOVEMBER, 1940

Issued by the Secretary to the Department of Posts and Telegraphs, St. John's, Newfoundland

This issue of the Post Office Circular contains information concerning Christmas and New Year Greeting Service and officials are requested to read the instructions carefully.

APPOINTMENTS

Bloomfield ..... Miss Faith Reader to be Postmistress and Telephone Attendant as from 16th November, 1940.

Ireland's Eye ..... Miss Geraldine Hodder to be Postmistress and Telephone Attendant as from 16th November, 1940.

Henley Hr., Labrador ..... Miss Grace Stone to be Postmistress as from 1st October, 1940

Carmanville ..... Miss Lulu Pennell to be temporary Postmistress and Operator as from 21st November, 1940.

RESIGNATION

Henley Hr., Labrador ..... Miss Lucy Stone, Postmistress, effective 31st September, 1940.

RESIGNATION TO ESCAPE DISMISSAL

St. John's Head Office ..... Mr. Harry Small, Electrician, effective 2nd November, 1940

TRANSFER

Badger ..... Miss Anna McGrath, Postmistress and Operator, has been temporarily transferred to Badger as Postmistress and Operator as from 21st November, 1940.

TELEGRAPHS

Christmas and New Year Greeting Service

The special Greeting period will extend from 9 a.m. the 14th December to 6 p.m. the 6th January, 1941.

Messages of fixed text will **NOT** be accepted for Newfoundland points after 12 noon on the 23rd December until 9 a.m. on 26th December except those handed in on "REPLY BLANKS"

Fixed Text Greetings (GTG)

Routing

Admitted between all points in Newfoundland, Labrador and the United States

G. T. G. Messages cannot be routed "Via Imperial."

Dating and Checking

Greeting messages of this class between Newfoundland points will not show the filing date, as all messages filed previous to and including 31st December will, for checking purposes, be accounted for on the above date. Those filed from 1st January to the 6th January inclusive, will show the filing date to distinguish them from those filed previous to 1st January but will be checked as if filed on the last date of the second checking period, that is, there will be two checking dates, the 31st December and 6th January.

GTG telegrams to Labrador and the United States will be dated and accounted for daily

Delivery

All telegrams bearing Christmas or New Year's Greetings, irrespective of their classification, must be delivered on the department's exclusive greeting telegraph card. They should be typed, if possible, otherwise written in ink in neat handwriting.

Censor regulations require that all messages must bear the surname of the sender.

Specially Prepared Greetings

1. A Merry Christmas and a Happy New Year.
2. Very Merry Christmas to you. Same old wish, always new.
3. Best wishes for a Merry Christmas and a Happy New Year.
4. Love and best wishes for Christmas and the New Year.
5. Love and best wishes for Christmas and the New Year to all at home.
6. Love and best wishes for Christmas and the New Year from all at home.
7. A very Merry Christmas and Happy New Year to you and yours.
8. We all join in sending love and Season's Greetings.
9. May health and happiness be yours at Christmas and throughout the New Year.
10. I wish I might be with you to wish you in person a Merry Christmas and a Happy New Year.
11. Love and best wishes for a Happy New Year.
12. Many thanks for your good wishes, reciprocate heartily.
13. Best wishes for a happy and successful New Year.
14. Wishing you all good cheer and a Happy New Year.
15. Your good wishes are heartily reciprocated. May the New Year bring you all prosperity.
16. To our friends overseas we send best wishes for a Merry Christmas and a happy and successful New Year.
17. At this festive season we would express appreciation of the cordial relations between us and extend to you our best wishes for the New Year.
18. We are thinking with pleasure of our mutual relations during the year which has passed and beg to extend to you our best wishes for the New Year.
19. Thanking you for agreeable business relations during the year which has passed, we beg to extend to you our best wishes for the New Year.

Note: Only English text admissible.

Rates of Fixed Text Messages

Between all points in Newfoundland ... 20 cents
To Labrador (Battle Harbour, Cartwright, Hopedale, Port Hope Simpson and North West River ... 40 cents
To United States ... 65 cents

Foreign GTG Service

The GTG Service is available to the United States only this year and will not be accepted for Great Britain, Northern Ireland, Eire, Canada or any European country.

The signature is restricted to three words

Messages of Senders Own Composition (XLT)

Locally these will be accepted at full rate

Canada ordinary rates.

United States. Messages may be accepted on the basis of fifteen words for 80 cents and 4 cents for each additional word. (The symbol address and signature is not counted) This rate includes 10c. tax.

South and Central America (only). One third of the full rate with a minimum charge of ten words.

Social Letter Service GLT

This is an Inter-Empire Service and available throughout the year between all Empire countries, except Canada.

RATES

To Great Britain, Northern Ireland and Eire, 12 word minimum ... 82c. and 6 cents for each additional word.

To other Empire points, 12 word minimum ... $1.30 and 10 cents for each additional word.

To all Empire points except Great Britain, Northern Ireland and Eire, telegrams of this classification should be routed "Via Imperial."

Routing

During the Christmas Pressure Period the routing of telegrams is sometimes inadvertently omitted.

This should be guarded against as it is the senders prerogative to indicate the route he wishes his telegram to take, and the duty of the service to see that his wishes are complied with.

Communication to Nain

Cartwright advises that the private wireless station owned and operated by the Hudson's Bay Company, and which has been out of communication since the latter part of July, is again on the air as from November 21st.

ACCOUNTING

Requests for Refunds of Telegraph Transfers

The attention of Postmasters is directed to the following regarding requests for refunds of Telegraphed Orders between Newfoundland offices:

No request for refund is to be sent to Head Office until the issuing office has first received from the paying office a report of non-payment and cancellation.

The issuing office will then apply to Head Office for the return of the covering Money Order for repayment, at the same time stating that a confirmation of non-payment has been received from the office drawn on.

The Money Order will then be returned by Head Office with authority to refund by means of the Money Order.

No refund is to be made by means of a copy of the original telegraph advice.

It is irregular to apply to Head Office for authority to refund Telegraph Transfers unless the above instructions have been complied with, as non-payment must first be confirmed by the office drawn on.

Telegraph Transfers to United Kingdom

Considerable trouble and unnecessary servicing is caused by the manner in which requests for costs to transfer funds to United Kingdom are being received from outport offices.

Telegraph chrages are based on the amount and address quoted in the first messages received at Head Office.

Any variation in either the amount or address made in the advice to transfer the amount necessitates a change in the telegraph charges previously quoted, unless the same number of words can be employed.

It is necessary, therefore, that the correct amount to be sent should be quoted in sterling and not in dollars as is now the practice, and that the address is correct in every detail. Unnecessary words will be eliminated at the discretion of Head Office.

No change can be made in either the amount or address after the costs have been given without consulting Head Office regarding revised costs due to changes made, however, if care is taken to see that the correct particulars are obtained from the remitter the latter will be unnecessary.

War Savings Stamps

War Savings Stamp Cards are being received by the Cashier without the necessary application form enclosed. This results in a delay in issuing Certificates and a considerable amount of inconvenience to the Cashier at Head Office. **Application forms must accompany all War Savings Stamp Cards forwarded for War Savings Certificates.**

POST OFFICE CIRCULAR.

THURSDAY, 5th DECEMBER, 1940

Issued by the Secretary to the Department of Posts and Telegraphs, St. John's, Newfoundland

OBITUARY

The Department regrets to announce the death at Dunville on the 24th November, 1940, of Mrs. H. Byrd, Postmistress and Operator at Dunville. Mrs. Byrd entered the Service the 1st November, 1933.

APPOINTMENT

Leading Tickles West ..... Miss Gladys Rowsell to be Postmistress and Telephone Attendant as from 1st October, 1940.

DISMISSAL

Musgrave Harbour ..... Mr. Allan Hayward, Postmaster and Operator, effective 10th September, 1940.

MAILS

Christmas Mails for Newfoundland Except St. John's

The latest time of posting in St. John's of mails addressed to various parts of Newfoundland in time for delivery by Christmas are as follows:

(a) For places on the main line of Railway, including Bonavista Branch, Noon Thursday, the 19th December.

(b) For places on the Avalon Peninsula—Noon Wednesday, 18th December, except Bell Island which will be Noon Saturday, the 21st December.

(c) For places on the Straits of Belle Isle route by the first connection of the S.S. "NORTHERN RANGER" in December, closing date to be announced later.

(d) For places on the S.W. Coast via S.S. "BURGEO" by the first connection of the S.S. "BURGEO" via Argentia in December.

(e) For places in Placentia Bay via S.S. "HOME"—Placentia Bay Run, 9 p.m. Saturday, the 7th December. Placentia Bay West Run 9 p.m. Saturday, the 14th December.

(f) For places in N.D.B. North and South via S.S. "CLYDE" Noon Thursday, the 12th December.

(g) For places on the Fogo District Service via S.S. "SAGONA" by the first trip of "SAGONA" in December, closing date to be announced later.

The above particulars refer to mail matter of all kinds (Letters, Cards, Printed Papers and Parcels).

In the event of serious interference with train and steamer services as a result of unfavourable weather conditions mail posted "In time" on the basis of the above schedule may not actually be delivered until after the 25th December.

A notice respecting posting dates for delivery in St. John's will be published later.

Emptying of Mail Bags

The attention of Postmasters is again drawn to the instructions appearing on Page 517 of the Post Office Circular, with reference to the emptying of Mail Bags. It is possible that there

will be a large number of small packets forwarded during the Christmas season and every care must be taken to have all mail bags thoroughly searched to make sure that they are empty by turning them inside out.

Winter Courier Service

From the 1st January, 1940, to the 30th April, 1941, the Winter Courier Services in St. Barbe District will be in operation for the period named above.

The Distribution Offices will be Lomond, Bonne Bay, Norris Point, Parsons Pond, Bellburns, Port au Choix, Brig Bay and Flowers Cove. Mail should be assorted as follows:—

DISTRICT OF ST. BARBE

Name of Settlement	Distribution Office
Anchor Pt.	Flowers Cove
Bakers Brook	Norris Point
Barr'd Harbour	Port au Choix
Bartlett's Harbour	Port au Choix, Norris Point
Bear Cove, Bonne Bay	Flowers Cove
Bear Cove, St. Barbe	Bellburns
Bellburns	Norris Pt.
Belldowns Pt.	Flowers Cove
Big Brook	Bonne Bay
Birchy Head	Brig Bay
Bird Cove	Brig Bay
Black Duck Cove	Brig Bay
Blue Cove	Norris Pt.
Broom Point	Brig Bay
Brig Bay	Port aux Choix
Castor River	Flowers Cove
Chauker's Cove	Flowers Cove
Chamber's Island	Bonne Bay
Chimney Cove	Norris Pt.
Cow Head	Brig Bay
Current Island	Bonne Bay
Curzon Village	Parsons Pond
Daniel's Harbour	Brig Bay
Darby's Tickle	Flowers Cove
Deadman's Cove	Port aux Choix
Doctors Brook	Lomond
Eastern Arm	Port aux Choix
Eddy's Cove (West)	Flowers Cove
Eddies Cove	Port aux Choix
Ferrole Pt.	Flowers Cove
Flowers Cove	Brig Bay
Forresters Pt.	Flowers Cove
Four Mile Cove	Norris Pt.
Gad's Harbour	Port aux Choix
Gargamelle	Flowers Cove
Gengeville	Bonne Bay
Glenbournie	Brig Bay
Gooseberry Island	Flowers Cove
Green Island Brook	Flowers Cove
Green Island Cove	Norris Pt.
Green Point	Bellburns
Hawkes Bay	Bellburns
Kings Cove	Norris Pt.
Lobster Cove	Norris Pt.
Lobster Cove Head	Lomond
Lomond	Flowers Cove
Lower Cove	Norris Point
Martins Point	Lomond
Mill Cove	Flowers Cove
Mistaken Cove	Bonne Bay
Muddy Brook	Flowers Cove
Nameless Cove	Norris Pt.
Neddies Harbour	Port aux Choix
New Ferrole	Norris Pt.
Norris Pt.	Port aux Choix
Old Port aux Choix	Brig Bay
Old Ferrole	Parsons Pond
Parsons Pond	Brig Bay
Pigeon Cove	Flowers Cove
Pines Cove	Brig Bay
Plum Pt.	Brig Bay
Pond Cove	Port aux Choix
Pt. Riche	Port aux Choix
Port aux Choix	Parsons Pond
Portland Creek	Bellburns
Port Saunders	Port aux Choix
Reef's Harbour	Bellburns
River of Ponds	Norris Pt.
Rocky Harbour	Brig Bay
St. Barbe Bay	Brig Bay
St. Genevieve Bay	Port aux Choix
St. John's Island	Port aux Choix
St. John's Bay	Bonne Bay
St. Joseph's Cove	Norris Pt.
St. Paul's	Norris Pt.
Sally's Cove	Flowers Cove
Sandy Cove	Flowers Cove
Savage Cove	Flowers Cove
Seal Pt.	Bonne Bay
Shoal Brook	Flowers Cove
Shoal Cove	Port aux Choix
Shoal Cove West	Bonne Bay
Silver Pt.	Bonne Bay
Silverton	Bellburns
Spirity Cove	Norris Pt.
Three Mile Rock	Port aux Choix
Tilt Cove (St. John's Bay)	Bonne Bay
Trout River	Norris Pt.
Wild Cove	Bonne Bay
Winters House Brook	Norris Pt.
Woody Cove	Bonne Bay
Woody Pt.	

Mail Lost by Enemy Action

It is notified, with regret, that all mail for Great Britain, posted in Newfoundland between 14th and 20th October, 1940, has been lost by enemy action at sea. These mails included letters, registered letters, newspapers and parcels.

WAR SAVINGS CERTIFICATES

The following Circular letter has been received from the Commissioner for Finance in connection with contributions from the Civil Service:—

"I am very gratified to learn of the response which is being made among Civil Servants to the recent appeal to purchase War Savings Certificates. Though the movement in the Civil Service has only just begun, the response is already very good and promises to be better still in the near future.

"I am sure that Civil Servants appreciate better than almost any other body of citizens the importance of securing that a maximum quota of War Savings Certificates is sold each month. Civil Servants are aware of the heavy charges which necessarily fall at the present time upon the Newfoundland Exchequer. They have a keen appreciation of the many activities which have to be carried out by the Government day by day. In time of war many of these responsibilities must necessarily increase. At the same time tremendous events in Europe have rendered it almost unthinkable that we should ask the United Kingdom to supply funds for any part of our needs.

"The sale of War Savings Certificates each month is at present a necessary means of providing here in Newfoundland the funds required. The proceeds of the sale of War Savings Certificates will be devoted to War purposes, and to securing the payment in full of the half-yearly interest and annual sinking fund of the Public Debt of the country. By far the greater part of the interest and other public debt charges is payable in England, and England needs our dollars in the supreme effort now being made not only to hold back the foe but to carry the War into his own territory. Civil Servants in Newfoundand, who for one reason or another are unable to go overseas, have a responsibility whilst remaining here, not only of fulfilling their official duties with the utmost zeal and efficiency, but also of contributing to the War Savings movement every dollar and every cent which they san save. It is said in England at the present time that everyone must save until it hurts. The same necessity falls upon the people of Newfoundland and Civil Servants can give a lead to the rest of the public in this spirit of enlightened patriotism. Indeed, what has already been done by Civil Servants in the past few weeks towards promoting the Savings Movement among their own number has been of special importance not only on account of the contributions themselves but also of the example which has been set, an example which is bound to lead others to follow a similar course.

"I hope that as many Civil Servants as possible may find it within their power to save up to 5 per cent of their salaries and invest those savings in War Savings Certificates. The result will be a valuable contribution towards the triumph of the Empire in its present struggle.

"I wish, in this letter, to thank Civil Servants for what they have done already, both in contributions and in organisation, and to express warm hopes for the success of the movement in the future."

ACCOUNTING

Delay in Forwarding Accounts

The attention of Postmasters is again called to the necessity for forwarding accounts to Head Office promptly. These accounts must be forwarded, if possible, by next mail following the closing date of account. This may not be possible with the larger offices but there is no excuse whatever for accounts being delayed for three weeks to a month as has been the practcie with some small offices, thereby delaying the work of completing accounts at Head Office.

Postmasters incurring undue delay in forwarding the accounts for their offices show slackness in the performance of their duty and render themselves liable to disciplinary action.

TELEGRAPHS

Greeting Messages (GTG)

All offices checking with St. John's are requested to send in **by mail** after the Yule Tide Greeting period is over, a complete list of all GTG messages sent from and received at your office giving the addressees name, call letters of the office of destination and amount, and showing the date on which the messages were checked. This is in addition to the usual Telegraph Check Report and is required to eliminate unnecessary servicing . MAIL THIS STATEMENT PROMPTLY AFTER THE CLOSE OF EACH CHECKING PERIOD.

Community Line Interruption

Terenceville and English Harbour East, Fortune Bay, on community line connected with Bay L'Argent interrupted since 5th November.

Telegraph Traffic, October, 1940

CLASS	1939	1940	Increase	Decrease
Paid Telegrams (Includes Priority)	45,274	47,331	2,057	
Priority	3,010	3,714	704	.....
Deadhead and Service Message	7,942	7,761	.....	181
Words Public Despatch	8,283	5,217	.....	3,066
Telegram equivalent Public Despatch	5,520	3,480	.....	2,040

Errors, Delays and Failures

During the month of October there were 11 errors and 7 failures.

Fines of ten cents were imposed on the following:—

For failures of service:

Mr. W. Norman	Gambo
Mr. Gerald Hickey	St. John's
Mrs. Olive Sheppard	Cox's Cove
Mr. P. Alexander	Bishop's Falls
Miss D. Hansford	Clarenville
Mr. H. S. King	Relief Port Union

For errors in figures:

Mr. C. M. Hoskins	Topsail
Mr. H. Newhook	Greenspond
Mr. J. Penwell	Grand Bank
Mr. C. B. D. Knight	Placentia

For the omission of a word in a telegram:

Mr. F. O'Brien	St. John's

Telegraph Qualifications Essential

The following is an extract from Secretary's Circular, No. 62, October 8th, 1935:—

"It is essential that each official at an outport Post Office shall become proficient in every duty performed at his or her office.

"It is not only necessary for an official possessing knowledge of Telegraphy to be proficient in all forms of Postal Work (including Accounts and Counter Work, etc.) but it is equally essential that an official able to perform this Postal work shall spare no effort to become proficient in Telegraphy where Telegraph facilities are provided."

Press Messages

Some Postmasters are checking Press Messages as "Pink Press" or "Priority Press." There is no such rate as Priority Press. If a Telegram is a Pink it cannot be sent at press rate, and if it is press it cannot be given priority priviliges. Any telegram filed under this classification in future will be subject to full priority rate and the office of origin charged accordingly.

POST OFFICE CIRCULAR.

THURSDAY, 12th DECEMBER, 1940

Issued by the Secretary to the Department of Posts and Telegraphs, St. John's, Newfoundland

APPOINTMENTS

St. John's Registry and Typing Branch ..... Miss Jean Easterbrook to be Stenographer as from 25th November, 1940.

Brookfield, B.B. ..... Miss Evelyn Gaulton to be Postmistress and Telephone Attendant as from the 6th December, 1940.

OFFICE OPENED

Brookfield ..... A Postal, Money Order, Telephone Office was opened at Brookfield, Bonavista Bay, on the 6th December, 1940. Telegraph traffic will circulate by telephone through Wesleyville.

WAR SAVINGS CERTIFICATES

Application forms for War Savings Certificates must have **the signature** of the party who applied for the certificates and not the party's name written by another party. It has been noted at Head Office that the signatures on forms from some offices are written by the same person although the applications are from different parties. This practice must cease. Postmasters should inform the public when they apply for certificates that their signature must be given. The only exception is in the case of a child who cannot write. The signature of the parent or guardian should then be given.

MAILS

From the 1st January, 1941, to the 30th April, 1941, the following Winter Courier Services will be in operation for the period named above:—

(1) Deer Lake to Englee Section.

The distribution offices will be as follows:—Bonne Bay, Lomond, Norris Point, Parsons Pond, Bellburns, Port aux Choix, Brig Bay, Flowers Cove, Lock's Cove, St Anthony, Conche papers and parcels. Mails for this section should be routed via Deer Lake.

(2) McGregor to Englee Section.

The distribution offices will be as follows:—Hampden, Englee letters. Mails for this section should be routed via McGregor.

(3) Badger to Westport Section.

The distribution offices will be as follows:—Springdale, Pilleys Island, Little Bay Island, Little Bay, King's Point, Burlington, Nipper's Harbour, Tilt Cove, LaScie, Seal Cove, W.B. Mails for this section should be routed via Badger.

(4) Bishop Falls to Botwood, Leading Tickles and Fortune Harbour Section.

The distribution office will be Botwood. Mails for this section should be routed via Bishop's Falls.

Mails for District of White Bay and Notre Dame Bay North should be assorted during the winter season as shown below:—

NOTRE DAME BAY NORTH

Name of Settlement	Office of Distribution	Name of Settlement	Office of Distribution
Beachy Cove	Springdale	Moores Cove	Botwood
Beaumont	Pilley's Island	New Bay	Botwood
Birchy Cove	King's Point	Nickey's Nose Cove	King's Point
Bobby's Cove, G. B.	King's Point	Nippers Harbour	Nipper's Harbour
Bobby's Cove, New Bay	Botwood	Noble's Cove	Little Bay
Boot Harbour	Springdale	Paddock's Bight	Springdale
Brighton	Pilley's Island	Paradise	Botwood
Brookside	Little Bay	Pilley's Island	Pilley's Island
Bumble Bee Bight	Pilley's Island	Point Leamington	Botwood
Bull's Cove	King's Point	Point of Bay	Botwood
Burlington	Burlington	Port Anson	Springdale
Cape St. John	Tilt Cove	Quinton's Cove	Pilley's Island
Caplin Cove	Tilt Cove	Rattling Brook	King's Point
Card's Harbour	Pilley's Island	Robert's Arm	Springdale
Charles Brook	Botwood	Rouge's Harbour	Nipper's Harbour
Cottrell's Cove	Botwood	Round Harbour, G.B.	Tilt Cove
Cutwell	Pilley's Island	Rowsell's Cove	Botwood
Dock Cove	Springdale	St. Augustine	Pilley's Island
Fleurries Bight	Fortune Harbour	St. Patrick's	Little Bay
Fortune Harbour	Fortune Harbour	Shoal Arm	Little Bay
Glover's Harbour	Botwood	Shoe Cove	Tilt Cove
Gull Island	Tilt Cove	Shoe Cove Bight	Tilt Cove
Harry's Harbour	King's Point	Shoe Cove Brook	Tilt Cove
Head's Harbour	Pilley's Island	Silverdale	King's Point
Indian Burying Place	Nipper's Harbour	Snook's Arm	Tilt Cove
Jackson's Cove	King's Point	South East Arm	Botwood
Jim's Cove	Pilley's Island	Southern Arm	Little Bay
King's Cove	King's Point	South Brook	Springdale
King's Point	King's Point	Spencer's Cove	Botwood
Langdon's Cove	King's Point	Springdale	Springdale
Leading Tickles West	Botwood	Stocking Harbour	Nipper's Harbour
Leading Tickles East	Botwood	Three Arms	Little Bay
Little Bay	Little Bay	Triton East	Pilley's Island
Little Bay Islands	Little Bay Islands	Triton West	Pilley's Island
Little Ward's Harbour	Little Bay	Tilt Cove	Tilt Cove
Locks Harbour	Botwood	Waldrons Cove	Fortune Harbour
Lush's Bight	Pilley's Island	Ward's Harbour	Little Bay
Mansfield Point	King's Point	Wellman's Cove	Springdale
Middle Arm, G. B.	Burlington	Wild Bight, G.B.	Little Bay
Miles Cove	Springdale	Winterhouse Cove	Botwood
		Woodford's Cove	Little Bay

DISTRICT OF WHITE BAY

Back Cove	Seal Cove	Cape Bauld	St. Anthony
Back Goose Cove	Lock's Cove	Cape Norman	Flowers Cove
Baie Verte	Burlington	Cape Onion	St. Anthony
Beaches	Hampden	Cat Cove	Hampden
Bear Cove	Seal Cove	Coachman's Cove	Burlington
Big Cove	Seal Cove	Conche (Letters)	Englee
Boat Harbour	Flowers Cove	Conche (Papers and Parcels)	Conche
Brent's Cove	LaScie	Coney Arm	Hampden
Brown's Cove	Hampden	Cook's Harbour	Flowers Cove
Burton's Cove	Hampden	Croque (Letters)	Englee
Canada Bay (Letters)	Hampden	Croque (Papers and Parcels)	Locks Cove
Canada Bay (Papers & Parcels)	Conche	Crouse (Letters)	Englee
Canada Hr. (Letters)	Hampden	Crouse (Papers and Parcels)	Locks Cove
Canada Harbour (Papers & Parcels)	Conche		

Name of Settlement	Office of Distribution
Englee (Letters)	Englee
Englee (Papers and Parcels)	Conche
Fishot (Letters)	Englee
Fishot (Papers and Parcels)	Locks Cove
Fleur de Lys	Burlington
George's Cove	Hampden
Gold Cove	Hampden
Goose Cove	Locks Cove
Granby Island	Seal Cove
Grandois (Letters)	Englee
Grandois (Papers and Parcels)	Locks Cove
Great Braha	St. Anthony
Griquet	St. Anthony
Groais Island (Letters)	Englee
Groais Islands (Papers and Parcels)	Conche
Hampden	Hampden
Hannah's Cove	Hampden
Harbour Deep	Hampden
Harbour Round	LaScie
Hauling Point	Seal Cove
Hay Cove	St. Anthony
Hooping Harbour	Hampden
Horse Island	LaScie
Ireland Bight	Lock's Cove
Jackson's Arm	Hampden
L'Anse au Meadow	St. Anthony
L'Anse au Pigeon	St. Anthony
LaScie	LaScie
Little Breha	St. Anthony
Little Harbour Deep	Hampden
Lobster Harbour	Seal Cove
Lock's Cove	Lock's Cove
Main Brook	Lock's Cove
Middle Arm, W. B.	Seal Cove
Noddy Bay	St. Anthony
Pacquet	Nippers Hr.
Pillars Bight (Letters)	Englee
Pillars Bight (Papers and Parcels)	Lock's Cove
Pound Cove, W.B.	Seal Cove
Pumbley Cove	Seal Cove
Purbeck Cove	Seal Cove
Quirpon	St. Anthony
Raleigh	St. Anthony
Roddickton (Letters)	Englee
Roddickton (Papers and Parcels)	Conche
St. Anthony	St. Anthony
St. Anthony Bight	St. Anthony
St. Barbe Island, W.B.	LaScie
St. Carol's	St. Anthony
St. George's Cove	Hampden
St. Juliens (Letters)	Englee
St. Julien's (Papers and Parcels)	Locks Cove
St. Lunaire	St. Anthony
Seal Cove, W.B.	Seal Cove
Sop's Arm	Hampden
Sops Island	Hampden
Spillers Cove	St. Anthony
Stuckless Cove	Seal Cove
Western Arm, W.B.	Seal Cove
Westport	Seal Cove
Wild Bight (Cooks Hr.)	Flowers Cove
Wild Cove, W.B.	Seal Cove
Wild Cove (Canada Bay)	Hampden
Williamsport	Hampden
Woodstock	Nipper's Hr.

RATE OF POSTAGE

THE POSTAGE ON CHRISTMAS CARDS, UNSEALED, WILL BE TWO CENTS (2c.) THE ONE CENT RATE HAS BEEN ABOLISHED.

RETURN OF EMPTY MAIL BAGS

In spite of repeated notices, postmasters continue to disregard instructions with regard to the return of empty mail bags. The instructions are again repeated:—

> "It is impossible to maintain an adequate supply of bags within the service unless empty bags are returned promptly to the office from which they were received. Mail bags should never be hoarded at an office or used for any purpose except the lawful one. Certain of the larger offices are permitted to keep a reserve supply of mail bags for their needs but this reserve should should not be exceeded without proper authority. Any officer who fails to carry out these instructions renders himself liable to disciplinary action."

TELEGRAPHS

Secretary's Circulars Nos. 1 and 48 are again brought to the notice of Postmasters, as it is apparent that these instructions are not being observed:—

Cirular No. 1. Entry of unauthorized persons into Department of Posts and Telegraphs.

"The entry of persons, other than Officers of the Department duly authorized, or bearing authority in writing from the Secretary of the Posts and Telegraphs Department, into all Telegraph Offices or Travelling Post Offices, and in Post Offices other than on the public side, is strictly prohibited.

"Any Official of the Department, who allows an unauthorized person to contravene this order, will render himself liable to dismissal."

Circular No. 48. Examination of Telegrams for evidence of transmission and daily exchange of numbers to avoid losses.

"A. At regular intervals (hourly if possible) the sent file should be inspected to ascertain if all telegrams sent since the last inspection bear the proper evidence of transmission.

B. The numbers on telegrams sent and received are to be examined to see that none are missing, and any errors discovered are corrected.

C. Numbers are to be compared daily between offices at closing.

D. If through any unavoidable cause numbers cannot be exchanged on the date of transmission, comparison must be made on the following morning.

E. Where a telegram is lost through failure to observe or apply these rules a minimum fine of 10c. will be imposed on each Operator at fault. This amount will be increased as may be necessary in order to cover all expense to which the Department is put as a result of the error."

POST OFFICE CIRCULAR.

THURSDAY, 19th DECEMBER, 1940

Issued by the Secretary to the Department of Posts and Telegraphs, St. John's, Newfoundland

I take this opportunity to convey to all officials of the Department of Posts and Telegraphs my own good wishes and those of the Headquarters Staff for a happy and successful Christmas and a prosperous New Year.

J. HAIG-SMITH.

APPOINTMENTS

Dunville ..... Mrs. B. Tobin to be Postmistress and Operator as from 1st December, 1940.

RESIGNATIONS

Outer Cove ..... Miss Jean Doran, Postmistress, effective the 10th December, 1940. Vacancy advertised locally.

Corner Brook ..... Mr. Wilbert G. Laing, Assistant, effective the 13th December, 1940.

Western Bay ..... Mr. George Milley, Postmaster and Operator, effective the 18th November, 1940.

RETIREMENTS

Harbour Breton ..... Mr. J. W. Sodero, Postmaster and Operator, effective the 25th December, 1940. Age Limit.

Avondale ..... Miss Mary Kennedy, Postmistress and Operator, effective the 31st December, 1940. Marriage.

VACANCIES

Harbour Breton ..... Applications will be received up to the 20th December, 1940. for the position of Postmaster and Operator. Salary $600.00 per annum.

Avondale ..... Applications will be received up to the 24th December, 1940. for the position of Postmaster and Operator. Salary $360.00 per annum.

Western Bay ..... Applications will be received up to the 27th December, 1940, for the position of Postmaster and Operator. Salary $480.00 per annum.

Applicants should state their names in full, date of birth, educational qualifications, whether married or single and departmental experience. Two recommendations should accompany applications.

The successful applicant will be required to furnish a birth certificate and certificate of medical fitness.

MAILS

Closing Date of St. John's Mail

The latest time for posting of St. John's mail to be delivered by Christmas will be on 6.00 p.m. Sunday, the 22nd December, 1940.

WINTER COURIER SERVICE

From the 1st January, 1941, to the 30th, April, 1941, the following Winter Courier Services will be in operation for the period named above:—

(1) **NOTRE DAME BAY SOUTH AND FOGO DISTRICT SECTION.**
The distribution offices will be as follows: Lewisporte Railway, Loon Bay, Campbellton, Exploits, Moreton's Harbour, Twillingate, Herring Neck, Change Islands, Fogo, Joe Batt's Arm, Seldom-Come-By, Gander Bay-Carmanville, Musgrave Harbour. Mails for this Section should be routed via Lewisporte.

(2) **BONAVISTA BAY NORTH SECTION.**
The distribution offices will be as follows: Hare Bay, Trinity, Wareham, Fair Islands, Safe Harbour, Badger's Quay, Wesleyville, Newtown, Greenspond, Lumsden. Mails for this Section should be routed via Gambo.

(3) **BONAVISTA BAY CENTRE SECTION.**
The distribution offices will be as follows: Glovertown, Traytown, Eastport, Salvage, Flat Islands, St. Brendan's. Mails for this Section should be routed via Alexander Bay Station.

Mails for Notre Dame Bay South, Fogo District, Bonavista Bay North and Bonavista Bay Centre Sections should be assorted during the period the Winter Courier Services are in operation, as follows:—

NOTRE DAME BAY SOUTH

Name of Settlement	Distribution Office
Baccalhoa	Herring Neck
Back Harbour	Twillingate
Beaverton	Lewisporte Railway
Black Duck Cove	Twillingate
Birchy Bay	Loon Bay
Black Island	Exploits
Black Island Friday's Bay	Lewisporte
Bluff Head Cove	Twillingate
Boyd's Cove	Lewisporte Railway
Bridgeport	Moreton's Harbour
Bridger's Cove	Lewisporte Railway
Brown's Arm	Lewisporte
Burnt Arm	Norris Arm
Burnt Cove	Lewisporte Railway
Burnt Island Tickle	Twillingate
Campbellton	Campbellton
Carter's Cove	Lewisporte Railway
Chanceport	Lewisporte Railway
Cobb's Arm	Herring Neck
Comfort Cove	Lewisporte Railway
Cottles Island	Lewisporte Railway
Cow Head	Twillingate
Dog Bay West	Lewisporte Railway
Durrell's Arm	Twillingate
Emberley's Pond	Lewisporte Railway
Embree	Lewisporte
Exploits	Exploits
Fairbank	Lewisporte Railway
Gilesporte	Twillingate
Gillard's Cove	Twillingate
Green's Cove	Herring Neck
Hart's Cove	Twillingate
Hatchet Harbour	Herring Neck
Hayward's Cove	Moreton's Harbour
Hillgrade	Lewisporte Railway
Hilliard's Cove	Twillingate
Indian Cove	Herring Neck
Indian Point	Botwood
Jenkin's Cove	Twillingate
Kettle Cove	Twillingate
Lord's Arm	Lewisporte
Laurenceton	Norris Arm
Little Burnt Bay	Lewisporte
Little Harbour	Twillingate
Little Rattling Brook	Norris Arm
Lobster Harbour	Herring Neck
Long Point	Twillingate
Loon Bay	Loon Bay
Luke's Arm	Lewisporte Railway
Manuels Cove	Twillingate
Mason's Cove	Lewisporte
Merritt's Harbour	Herring Neck
Michael's Harbour	Campbellton
Moreton's Harbour	Moreton's Harbour
Newstead	Lewisporte Railway
Northern Arm	Botwood
Paradise	Twillingate
Peter's Arm	Botwood
Philip's Head	Botwood
Pike's Arm	Herring Neck
Port Albert	Lewisporte Railway
Porterville	Lewisporte
Purcell's Harbour	Twillingate
Ragged Point	Twillingate
Robin's Cove	Twillingate
Salt Harbour Island	Herring Neck
Salt Pans	Lewisporte Railway
Salt Pond	Lewisporte
Samson's Island	Exploits
Sandy Cove	Twillingate
Sandy Point	Norris Arm
Seal Cove Friday's Bay	Lewisporte Railway

Name of Settlement	Distribution Office
Ship's Island	Herring Neck
Smooth Cove	Twillingate
Stanhope	Lewisporte
Strang's Island	Lewisporte Railway
Summerford	Lewisporte Railway
Sunnyside	Herring Neck
Swan Harbour	Exploits
Tilt Cove	
Friday's Bay	Lewisporte Railway
Tizzard's Harbour	Moreton's Harbour
Too Good Arm	Herring Neck
Trump Island	Moreton's Harbour
Turtle Creek	Lewisporte Railway
Virgin Arm	Lewisporte Railway
Western Arm	Moreton's Harbour
Whale's Gulch	Moreton's Harbour
Wild Cove	Twillingate

FOGO DISTRICT

Alder Harbour	Carmanville
Anchor Brook	Musgrave Harbour
Barr'd Island	Joe Batt's Arm
Beaver Cove	
(Gander Bay)	Gander Bay
Cann Island	Seldom-Come-By
Cape Cove	Fogo
Carmanville	Carmanville
Change Islands	Change Islands
Clarke's Head	Gander Bay
Deadman's Bay	Lumsden
Doting Cove	Musgrave Harbour
Eastern Cove	Fogo
Eastern Tickle	Fogo
Fogo	Fogo
Fredickton	Gander Bay
Gander Bay	Gander Bay
Hare Bay	Fogo
Horwood	Lewisporte Railway
Indian Islands	Seldom Come By
Island Cove	
(Gander Bay)	Lewisporte Railway
Island Hr., Fogo	Lewisporte Railway
Joe Batt's Arm	Joe Batt's Arm
Ladle Cove	Carmanville
Lions Den	Fogo
Little Fogo Island	Fogo
Little Seldom	Seldom Come By
Lock's Cove	Fogo
Lumsden North	Lumsden
Lumsden South	Lumsden
Main Point	Gander Bay
Mann Point	Gander Bay
Musgrave Harbour	Musgrave Harbour
Noggins Cove	Carmanville
Oliver's Cove	Fogo
Peckford's Island	Musgrave Harbour
Penquin Islands	Musgrave Harbour
Perry's Island	Seldom-Come-By
Ragged Harbour	Musgrave Harbour
Rodger's Cove	Lewisporte Railway
Sandy Cove	Fogo
Sargent's Cove	Fogo
Seldom Come By	Seldom Come By
Shoal Bay	Fogo
Stag Harbour	Seldom Come By
Tilting	Fogo
Tim's Harbour	Lewisporte Railway
Two Mile Point	Lewisporte Railway
Victoria Cove	Lewisporte Railway
Wadham Islands	Musgrave Harbour
Wild Cove	Seldom Come By
Wings Point	Gander Bay

BONAVISTA BAY NORTH AND CENTRE

Angle Brook	Glovertown
Badger's Quay	Badger's Quay
Barrow Habrour	Salvage
Bishop's Harbour	Salvage
Bloomclose	Salvage
Bragg's Island	Fair Island
Brookfield	Wareham
Bunyan's Cove	Port Blandford
Burnside	Eastport
Burnt Island	Fair Island
Cabot Island	Newtown
Cape Cove	Newtown
Cape Freels	Newtown
Charlottetown	Port Blandford
Clay Cove	St. Brendan's
Coward's Island	Flat Islands
Cross Cove	Badger's Quay
Cull's Harbour	Traytown
Dark Cove, Gambo	Gambo
Dark Cove, Salvage	Salvage
Deer Island	Fair Island
Dock Cove	St. Brendan's
Eastport	Eastport
Fair Island	Fair Island
Flat Island	Flat Island
Gambo	Gambo
Glovertown	Glovertown
Gooseberry Island	St. Brendan's
Green's Island	Fair Island
Greenspond	Greenspond
Happy Adventure	Eastport
Hare Bay	Hare Bay
Hayward's Cove	St. Brendan's
Hermit Cove	Safe Harbour
Hollett's Cove	Eastport
Indian Bay	Wareham
Little Denier	Salvage
Middle Brook	Gambo

Name of Settlement	Distribution Office
Newell's Island	Greenspond
Newport	Safe Harbour
Newtown	Newtown
Northern Cove	Newtown
North Island	Flat Island
North West Arm	Wareham
Paul's Island	Fair Island
Penney's Cove	St. Brendan's
Pinchard's Island	Newtown
Pool's Island	Badger's Quay
Port Nelson	Safe Harbour
Pound Cove	Wesleyville
Puffin Island	Greenspond
Rosedale	Glovertown
Round Harbour	Wareham
St. Brendan's	St. Brendan's
St. Chad's	Eastport
Safe Harbour	Safe Harbour
Sailor's Island	Salvage
Salvage	Salvage
Sandy Cove	Eastport
Saunder's Cove	Glovertown
Shalloway Cove	St. Brendan's
Shambler's Cove	Safe Harbour
Ship Island	Greenspond
Silver Fox Island	Fair Island
Silver Hare Island	Fair Island
South West Arm	Safe Harbour
South West Island	Badger's Quay
Sydney Cove	Safe Harbour
Templeman	Wesleyville
Tinker's Island	Badger's Quay
Traytown	Traytown
Trinity, B.B.	Trinity, B.B.
Valleyfield	Badger's Quay
Wareham	Wareham
Wellington	Hare Bay
Wesleyville	Wesleyville
Wild Cove	Salvage
Wing's Island	Greenspond

ACCOUNTING

Telegraph Money Orders

Postmasters are again reminded that when issuing Money Orders to cover telegraph transfers, the names of the Payee and Remitter must appear on the Order and be entered in the issue sheets in the usual way. The Orders must be forwarded to Headquarters with each acount.

Money Orders on Great Britain

Many Postmasters are holding up Advices of Money Orders on Great Britain until the end of the accounting period rather than forwarding them with the telegraph orders.

To avoid delay on these Orders Postmasters are requested to forward English advices to Headquarters under separate cover by the first mail leaving their office.

U. S. A. Money Orders Reported Recovered

Whitmore, Ark. .... Nos. 7598 to 80000

Postmasters will please correct their records accordingly.

TELEGRAPHS

Correction

The following was sent to all offices by public despatch on the 12th December, 1940:—

> Please correct Page 857 of the Post Office Circular dated the 28th November to read quote messages of Fixed Text will not be accepted for Newfoundland and Labrador points after 10 o'clock a.m. on the 23rd of December until nine o'clock a.m. on the 26th of December except those handed in on REPLY BLANKS unquote.
>
> This rule must be strictly enforced in order to prevent unnecessary delay to full rate traffic due to congestion of circuits. This notice should be posted on the public side of your office for general information.

Secretary's Circular No. 2 Dated December 1934

SECRECY OF TELEGRAMS

All members of the Staff are reminded that any person employed in a Post or Telegraph Office who divulges the contents or substance of a telegram to any outside party other than the person for whom the telegram is intended is guilty of a misdemeanour and is liable to prosecution and, on conviction, to a penalty not exceeding $400.00 or to imprisonment without hard labour for any term not exceeding two years.

A copy of this notice should be exhibited in the office and should be renewed when it becomes dirty and untidy.

Secretary's Circulars will appear in the Post Office Circular from time to time in order that officials may be reminded of their contents.

POST OFFICE CIRCULAR.

THURSDAY, 26th DECEMBER, 1940

Issued by the Secretary to the Department of Posts and Telegraphs, St. John's, Newfoundland

THE POST OFFICE CIRCULAR CONTAINS INFORMATION OF VALUE TO THE STAFF. POSTMASTERS AND THEIR STAFF SHOULD READ EACH ISSUE CAREFULLY.

DATE STAMPS

Postmasters are reminded that the year type "41" should be substituted for "40" in the date stamps of their offices as from 1st January.

RESIGNATIONS

New Chelsea ..... Mrs. G. L. Belbin, Postmistress and Telephone Attendant, effective 31st December, 1940. (Vacancy advertised locally).

RETIREMENTS

Champneys ..... Mr. M. B. Dewling, Postmaster and Telephone Attendant, effective 31st December, 1940, on age limit. (Vacancy advertised locally).

OFFICE CLOSED

The Postal Wireless Office at Indian Bay was closed on the 15th November, 1940, until further notice. Mails will be assorted on the Post Office at Trinity, B.B., and telegraph traffic will circulate by telephone through Benton. The telegraph checking office will be Norris Arm.

MAILS

Cancellation of Stamps

Renewed attention is called to the necessity for properly defacing stamps in order to give a clear impression of the name of the office, and the date.

All offices have been supplied with the regulation hand obliterators and should take the necessary care to use them properly for the following reasons:

1. The proper cancellation of the stamps is necessary in order to avoid the risk of their being used again and thereby causing loss of revenue.
2. A clear impression of the name of the office and the date of posting is necessary for the purpose of facilitating any enquiry which may be necessary in the event of the letter being delayed or otherwise irregularly treated.
3. A slovenly method of date-stamping gives the public a poor impression of the work of the Post Office.

All Postmasters who in the past have not exercised sufficient care in this matter should endeavour to effect a permanent improvement forthwith.

Changes in Main Line Train Schedule

The three express trains per week will continue until the 11th January, 1941.

From Monday, the 13th January, 1941, express trains will leave St. John's 5 p.m. on Mondays and Thursdays.

There will be no express train from St. John's on Sunday, the 12th January, 1941.

This is the same schedule as was in effect last winter.

Any change in the Branch Line Schedule will be notified at a later date.

Winter Courier Services

The attention of Outport Postmasters is directed to the following instructions which appeared on page 434 of the Post Office Circular of the 8th December, 1939:

"Immediately after the Coastal Steamers have finished their 1940 schedule the Winter Courier Services will commence.

"The Postmaster at each starting point has been notified of the name and route of each contractor.

"All offices will be notified by the Public Telegraph Despatch when the first mail for any route will leave St. John's. They should then advise the Couriers and have them make arrangements to commence the Winter Services. An outward mail must be taken by the first trip of the courier unless there has been a despatch by steamer on or about the same date.

"Owing to the unreliability of weather and travelling conditions it is not possible to set any definite schedule for the Winter Courier Services. Couriers must, however, make proper connexions at Railway points and also, in the case of connecting courier services, with each other. Whenever a courier takes an inward mail to an office he must take an outward mail on his return journey and if necessary must wait at his connecting point to receive the outward mail from the connecting courier. The distribution points for the Winter of 1941 will be the same as those for 1940.

"When one courier is due to start from a distribution point immediately after the arrival of another courier, mails for onward conveyance to other offices must be assorted and despatched before those for distribution in the settlement. Postmasters at these connection distribution points must not allow any representations from the public in their own settlements to interfere with the proper carrying out of this instruction.

"It is the duty of each Postmaster to see that the courier has provided proper and sufficient coverings for the protection of the mail against damage by water and weather conditions. If the courier has not made this provision the Assistant Secretary should be notified immediately.

"Couriers should be advised that their contracts must be signed, and their signature witnessed, and returned to the Assistant Secretary by the first mail after their receipt.

"All bills for Courier Services must be certified by the Postmaster and forwarded to the Assistant Secretary at the end of each month. If Postmasters have not the proper courier bills on hand they should apply to the Stores Department, General Post Office, St. John's, for them.

"Not more than a dozen courier bills are required each year by any Postmaster, unless there is more than one courier operating from his office, in which case he may require a dozen bills for each courier.

Reports on Christmas Mails

Postmasters will please answer the following questions and send their replies to the Assistant Secretary by first mail after the Christmas pressure period is over. For the pupose of the report, the Christmas pressure period will be considered to extend from the 15th December, 1940, to the 6th January, 1941, inclusive. These reports should be as brief as possible. There is no need to copy out the questions. The numbers of the questions should be written down and answers given opposite.

(1) Was there any delay in either the receipt of the inward or despatch of outward mails; if so, what was the cause?

(2) Were mails received in good condition; if not, was the damage serious and what was the cause of such damage?

(3) Was there any misassorted mail received at your office; if so, what quantity was received and what offices were at fault?

(4) How many bags of mail were (a) received inward and (b) despatched outward during the pressure period? Give separate figures for letter and parcel mails where necessary.

(5) Did you have a sufficient supply of stamps on hand to meet the increased demand during the pressure period?

(6) Are there any points with reference to the Christmas mail service which you would like to bring to notice, with a view to effecting an improvement in the service next year?

Air Mail Rates to Canada

As from the 1st January, 1941, the rate chargeable on letters posted in Newfoundland for delivery by Airmail in Canada will be eleven cents for the first ounce and nine cents for each additional ounce or fraction thereof.

TELEGRAPHS

Office Hours During Christmas Season

The following notice was sent to all offices:

"Outport offices will re-open on Friday, Saturday and Monday, 20th, 21st and 23rd December and on Saturday and Monday, the 28th and 30th December, from 7 to 8 p.m.

Christmas Day	9 a.m. to 10 a.m.
Boxing Day	9 a.m. to Noon
New Year's Day	9 a.m. to 10 a.m.

Rates to Estonia, Lithuania, Besarabia and Northern Bukovina

The Anglo American Telegraph Co. has informed this Department that on and after the 16th December, 1940, Russian rates will apply to Besarabia and Northern Bukovina and on and after the 1st January, 1941, these rates will also apply to Estonia and Lithuania.

ACCOUNTING

War Savings Certificates

Remittances for War Savings Certificates should be forwarded to Head Office in Cashier envelopes and not in the Chief Accountant envelopes. The words "War Savings Certifcates" should be written on the outside of the envelopes.

War Savings Stamps

Postmasters are reminded that remittances for War Savings Stamps should only be made when half their stock has been sold and not weekly as for other remittances.

The Pink remittance form must be used only for War Savings Stamps.

Requisitions for supplies should be dispatched before stocks are completely exhausted.

Cheques Made Payable to Business Firms

Certain officials have, during recent months, given instructions to the Department to pay salary cheques to business firms. The attention of all officials is directed to this method of procedure and the officials, who have thus far made use of it, are informed that the practice will be discontinued forthwith.

Bills for Payment

Postmasters have already been made aware how necessary it is that Bills submitted to the Department for payment be written clearly. Bills not clearly written may be subjected to delay in payment . To avoid this please follow this inst ruction.

Collection of Radio Licence Fees for 1941

Money Order Offices

All Radio Licences issued during the year ending 31st December, 1940, expire on that date.

Postmasters at Money Order Offices should send out cards (Form No. 1253) to all persons operating Receiving sets in the districts served by their offices, and if a licence is not obtained within one week a final notice (Form 1254) should be sent. A record of the date on which the cards and final notices are delivered should be kept in all cases, and if a licence is not obtained within fifteen days from the date on which the final notice is delivered a telegram should be sent to the Secretary asking for authority to take legal action against persons operating Receiving sets without a licence.

The date of expiration of Licences issued during 1941 should be shown on the licence as the 31st December, 1941.

Non-Money Order Offices

Postmasters at Non-Money Order Offices should prepare a list of persons operating Receiving sets in their locality and forward a copy direct to the Chief Accountant at Head Office who will issue the necessary notification cards and forward to the Postmaster for delivery.

On reciept of a Radio Licence fee the Postmaster must give a receipt and send the amount to Head Office. A licence will then be issued and mailed to the licencee direct.

Postmasters when issuing licences should write the christian names in full and not the initials. Also the expriy date 31st December, 1941, should be clearly written or stamped.

HE 6530.6 N43
1940

REFERENCE

Author - Auteur

Pub. Secretary to the Department of Posts and Telegraph, St.John's, Nfld.

Title - Titre

Newfoundland Official Post

22/02/80

REFERENCE

GretagMacbeth™ ColorChecker Color Rendition Chart